

PARENT AGREEMENT

Enrollment and Payment Procedures

1. Tuition is charged on a monthly basis. Tuition remains the same regardless if the number of days in a school month. Tuition is based on the child's schedule for that month. Tuition is not prorated for absences.
2. Tuition is due prior to the first of the month. Payments may be made in advance.
3. The YMCA does not bill, therefore tuition payments are to be sent with payment coupons. Payments should be mailed to:
Metropolitan YCMA of the Oranges
PO Box 23805
Newark, NJ 07189-0805
4. Checks are made payable to Metropolitan YMCA of the Oranges. All payments are to be made by check, money order or credit card- American Express, MasterCard, Visa and Discover.
5. A charge of \$35 will be levied for any returned check. After two returned checks, payments must be made by certified check, money order or credit card.
6. If more than one child from the same family is enrolled in the program, a discount of 10% of the lowest monthly tuition charge will be awarded to each additional sibling.
7. A late charge of \$15 will be assessed for any payments received after the 5th business day of the month. In the event your tuition is not received by the 15th of the month, services may be suspended until payment is made.
8. In the event the parent/guardian is in default and fails to make payment, the parent/guardian is responsible for all costs of collections, including attorney's fees and legal costs.
9. A month's security deposit is due at the time of enrollment. Upon withdrawal from the program, the deposit is applied to the last month of attendance and any credit balance will be refunded. Withdrawal from the program requires that you give one month's written notice or the deposit will be forfeited.
10. Changes to the child's schedule must be requested two weeks in advance. Any change is subject to approval of the Child Care Director.
11. Financial assistance is granted based on financial need and availability of funds. Application forms are available through your director.
12. Miscellaneous fees:
 - A one time non-refundable registration fee is required for all new children.
 - The child must be a YMCA member. Membership fees are assessed annually.
 - Please see the schedule change form for additional fees charged for extra days of attendance
 - Late pick up fees are assessed after the center's closing. Those fees are outlined in *A Parent's Guide to Child Care.* (p. 6-7)
13. Child care services may be terminated for:
 - Failure to make payment on time
 - Continuous pick up after program closing time

Emergency Guidelines

I have provided at least three emergency numbers for my child in the event that I cannot be reached. I agree to inform the center if these contacts and/or numbers change.

In the event of a severe allergic reaction, I hereby give the South Mountain YMCA permission to administer the appropriate dose of Benadryl.

Health Guidelines

I have read the Child Health information as outlined in *A Parent's Guide to Child Care* (p. 8-10) and understand the policies and procedures regarding illness.

I have also read and received the center's *Peanut Safe* policy.

Policy on the release of children

I have read the Policy on the Release of Children as outlined in *A Parent's Guide to Child Care* (p. 6).

In addition to all of the policies and procedures listed above, I have also received and read *A Parent's Guide to Child Care*, which outlines all of the center's policies and procedures.

Parent Name (print)

Parent Signature

Date
