

**Roots Child Care Centers
ENROLLMENT CONTRACT**

I have received a copy of the **Roots Child Care Centers** policy handbook. I have read, understand and agree to abide by the policies contained therein. I also understand that my/our child is being accepted on a two-week trial basis. During this time, the staff will make observations and evaluations pertaining to the child's ability to adapt to the daycare surroundings. Unless otherwise notified, the child/children will be accepted and permanently enrolled. I further understand that if the policies outlined in this handbook were not adhered to, it would be sufficient cause for the removal of the child/children from the daycare program.

I also agree to give a minimum of two weeks written notice (ten full daycare days) of my intent to withdraw my child/children from the daycare program. If two weeks notice is not given, I/we agree to make full tuition payment for the final two weeks. Unpaid vacation/sick days cannot be applied to the final two-week period.

Please **initial** next to each item. We want to be sure you **understand and agree** to these policies.

_____ I understand that I/we must provide a completed medical form to the daycare.

_____ I understand the daycare fees are _____ for school weeks and _____ for vacation weeks. There is a fee for late pick-up.

_____ I understand there will be extra charges during school weeks if there is a snow day or late start or early dismissal.

_____ I understand daycare payment is due Monday. Late fees are \$5.00 per day.

_____ I have contracted for the hours of _____ to _____.

_____ I understand the late pickup/early drop off fee.

_____ I understand the pickup policy for other than parental pick up.

_____ I understand the illness policy.

_____ I understand the meal policy.

_____ I am contracting for (year-round, school year only, summer only) arrangements.

_____ I understand the behavior policy and I/we have read and shared the daycare rules with my/our child/children.

Roots Child Care Center Staff Member

Parent

Date