



INNIS Enterprise, Inc.
"Instilling New Nuggets to Inspire Success"
BEFORE AND AFTER CARE PROGRAM @
Phoebe Hearst Elementary School

Office / Cell (240) 882-5550 E-mail michelle@innislearning.com

ENROLLMENT AGREEMENT SCHOOL YEAR 2019-2020

***Mailing Address: 15834 Seurat Dr, Suite 101; North Potomac, MD 20878

CHILD'S NAME	BIRTHDAY(Mo-Day-Yr.) ___/___/___
	<input type="checkbox"/> Check here if enrolling a sibling.
ADDRESS	
MOTHER'S NAME	FATHER'S
HOME #	HOME #
WORK #	WORK #
CELL #	CELL #
E-MAIL	E-MAIL

ENROLLED IN (circle one)

The current monthly and weekly tuition schedule is as follows. Security fee is included.

<u>Days/Week</u>	Before Care Monthly	Weekly	After Care Monthly	Weekly	Before & After Monthly	Weekly
<input type="checkbox"/> 5	\$240	\$60	\$320	\$80	\$360	\$90
<input type="checkbox"/> 4	\$220	\$55	\$310	\$77	\$340	\$85
<input type="checkbox"/> 3	\$200	\$50	\$285	\$72	\$320	\$80
Daily drop-in fee for before care is \$14.00 after care only \$22.00						

DAYS: MON. TUES. WED. THURS. FRI. Please circle
CHILDREN CAN ONLY ATTEND THE SELECTED DAYS.

*10% DISCOUNT WILL BE APPLIED FOR EACH ADDITIONAL CHILD FROM ONE FAMILY.

Class (please circle) Pre-K K 1st Grade 2nd Grade 3rd Grade

4th Grade 5th Grade

Enrollment Agreement (Please read carefully)

- A. A \$35.00 registration fee is required for new enrollees per family.
- B. A nonrefundable deposit of \$50.00 per child is required. The deposit will be credited towards Drop In Care and late tuition payments; once deposit is used parents are responsible for paying for Drop In Care and late tuition payments. Make checks payable to Innis Enterprise, Inc.
- C. Tuition is due on Mondays if paying weekly. Monthly payments are due the 1st day of the month. If paying weekly your payment must be received no later than Wednesday evening. If paying monthly the payment must be received by the third day of the month. To avoid late fee charges of \$20.00. If you incur four late payments fees within a school calendar year, you would be asked to remove your child/children from INNIS. If you wish to have your child/children to continue at INNIS after four late payments fees, you will be required to pay TWO weeks of tuition in advance. Should late fees use all the advance deposit, you will be asked to withdraw your child/children from the Program.
- D. 2-weeks of non-payment per school year 2019-2020 only will be allowed during Spring Break and Winter Break only.
- E. There will be a \$30.00 fee for all returned checks.
- F. A two weeks written notice is required for termination of the contract or any changes in days of attendance must be given to the tuition manager & coordinator.
- G. Full tuition payments are due regardless of your child's attendance in the program unless a new enrollment agreement was submitted with the changes 2 weeks prior.
- H. Children may only be released to someone who is authorized and who is at least 16 years of age. Every child should be signed In/Out daily by the person who drops off the child or picks up the child.
- I. Innis Enterprise, Inc. does not assume responsibility for children enrolled at Innis Enterprise, Inc., Before and After Care Program until they are released directly to one of our Before and After Care Program staff. (7:15-8:40 a.m. and 3:15-6:00 p.m.)
- J. Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, media, and fundraising purposes as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.
- K. Late pick up of a child requires that the person who picks up the child pay a fine directly to the teacher. This fine is \$1.00 per minute (\$5.00 minimum) per family.
IF A PARENT OR GUARDIAN IS LATE TO PICK UP THE CHILD, HE/SHE WILL RECEIVE A LATE PICK UP SLIP THAT NEEDS TO BE SIGNED AT THE TIME OF PICK UP.

k. I authorize Innis Enterprise, Inc., Before and After Care Program to gather Health and Emergency information from Phoebe Hearst Elementary.

I HAVE READ THE ENROLLMENT AGREEMENT AND AGREE WITH THE TERMS EXPRESSED.

Date

Print name and sign

Parent/Guardian