

TRINITY COOPERATIVE DAY NURSERY

301 N. Chester Rd., Swarthmore, PA 19081 www.tcdn.org

Phone: 610-544-4555 Fax: 610-604-9740 Email: information@tcdn.org

THE EXPLORERS CONTRACT AND FEE AGREEMENT 2011-2012

(Please print clearly)

Child's Name: _____ Male/Female: _____ Child's School: _____

Guardians' Names: _____

Address: _____

Phone: (h) _____ (w) _____

Email Address: _____

____ Please check if you wish to be added to TCDN's email list for center communications. TCDN will not sell your contact information.

Person responsible for payment: _____ Phone: (____) _____

Address of responsible party _____

Signature of responsible party _____

My child is enrolling in the following TCDN program(s): (Two Day Minimum)

____ Before School Club 7:15 - 9:00	# of days enrolled _____	Specify days M T W TH F	Monthly fee _____
____ AM Explorers 8:30 - 12:15	# of days enrolled _____	Specify days M T W TH F	Monthly fee _____
____ PM Explorers 11:30 - 3:15	# of days enrolled _____	Specify days M T W TH F	Monthly fee _____
____ After School Club 3:00/3:15 - 6:00	# of days enrolled _____	Specify days M T W TH F	Monthly fee _____
Total Monthly payment			_____

Effective the first day of school for the Wallingford Swarthmore School District 2011 through the last day of school for the Wallingford Swarthmore School District 2012.

In signing this contract, we accept and agree to the following:

- There will be a \$75.00 non-refundable registration fee for each child.
- Full payment is due on the first of each month, in advance. A fine of \$25.00 is levied for tuition not paid by the fifth of the month. A \$20.00 charge is assessed on all returned checks.
- For school closing days, pre-registration is required for ALL children attending. There is an extra charge for these days. See fee schedule.
- **THIRTY DAYS WRITTEN NOTICE MUST BE GIVEN TO THE MAIN OFFICE FOR ALL CHANGES OR WITHDRAWS FROM ANY PROGRAM.** If a child is withdrawing prior to the last day of school, that child will not be readmitted unless full payment is made for any tuition not paid.
- There will be no reduction of fees for days missed due to illness or vacation, emergency closings, scheduled holidays or closings. Fees are adjusted only for a serious or prolonged illness. This must be requested in writing.
- There is a fine of \$2.50 per minute for pick-ups after 3:15 PM for Explorers and after 6:00 PM for After School Club
- Children with special needs must receive prior approval and submit required IEP forms.
- Families receiving subsidized care must contact the office prior to registration.
- Family Cooperative Contribution requirement must be fulfilled (form available at www.tcdn.org/resources/TCDN_Family_Contribution.pdf).

Guardian Signature

Date

Director Signature

Date