



Sequoia's Treehouse Children's Center Contract

Child's Name _____ Age _____

Parent's Name _____ Address _____

Phone _____ Email _____

- Additional fees may be charged as outlined in Sequoia's Treehouse Children's Center Parent Handbook.
- A \$50 administrative one-time non-refundable fee is required for each child entering the school. This fee is non-refundable.
- A \$100 supply fee is required and each school year thereafter on your anniversary month. The original supply fee is refundable only if a 30-day notice in writing is received before care is set to begin. There are no prorations given.
- A \$200 deposit is required to reserve a spot. The deposit will be saved in your account and will be deducted from your last month's tuition. Deposits are refundable only if a 30-day notice in writing is received before care is set to begin or if you give a 30-day notice you are discontinuing care. Otherwise, this deposit is non-refundable.
- Your payment schedule will determine when fees are due. **Bi-monthly** = fees are due the 1st and 15th of each month. If fees are not paid by the 7th and 15th, a \$25 late will be applied to your next invoice. **Monthly** = fees are due by the 1st of each month. If fees are not received by the 15th of each month, a \$50 late fee will be applied to your next invoice.
- Fee statements will be emailed to you.
- You will be charged a \$35 handling fee if the bank returns any of your checks for NSF.
- Accounts remaining unpaid after the 15th day of the month will result in your child being dropped from the program. Thereafter, your child may be reinstated if payment is brought current.
- Whenever a child is picked up after 6:00pm, a \$10 fee will be charged for the first 5 minutes. After 5 minutes, the charge will be \$2 per minute. This fee pays for the Teacher that must stay with your child.
- If you wish to cancel care, you must give Sequoia's Treehouse Children's Center a **30-day written** notice of your intention to do so. Pre-paid monthly fees are refunded on a prorated basis if you give at least a 30-day written cancellation notice that your child will be discontinuing care.
- Absences due to illness or vacation time will not result in tuition credit or refund.
- The Monthly School Year Rates are based on a 20-day month average, 10 hours per day. 5 days week = 20 days month, 3 days week = 12 days month, 2 days week = 8 days month (this is how rates are computed every month regardless of the month's length). No proration is given, regardless of the days scheduled in each month or your children's actual attendance.
- **During the national health emergency with COVID-19, Sequoia's Treehouse Children's Center will stay open, if possible. Sequoia's Treehouse Children's Center has already had to close the Center temporarily at the beginning of COVID-19 because we, like the nation, had no idea what we were**

dealing with and how to keep everyone as safe as possible. We felt that closure was beyond our control as there was information coming in from all over. This could also happen in the future, especially if someone is exposed to COVID-19 and we need to shut down from anywhere from 1-14 days to quarantine. If Sequoia's Treehouse Children's Center is required to shut down by a government agency, by the Governor, other government official, DCYF Licensing, or because we believe it is in the best interest of the families in our care to do so to protect everyone during a public health emergency or to stop the spread of a potential exposure outbreak of COVID-19, the terms of each family's monthly tuition payment for their child/ren attending Sequoia's Treehouse at that time will be as follows:

If Sequoia's Treehouse Children's Center shuts down from 1-14 days to quarantine due to a COVID-19 exposure, Sequoia's Treehouse Children's Center will charge the normal rate of care for all children currently enrolled in Sequoia's Treehouse Children's Center as we will continue paying our staff during this time. This policy is for each instance of closure due to exposure to COVID-19. This means there are no refunds and no prorations for partial care provided during a COVID-19 exposure at Sequoia's Treehouse Children's Center.

If Sequoia's Treehouse Children's Center is required to shut down for more than 14 days at a time, Sequoia's Treehouse Children's Center will make a determination of how to proceed with staffing and possible refunds and will notify families ASAP of that determination. Sequoia's Treehouse Children's Center offers no guarantees with payment refunds.

- Your child's required enrollment forms must be completed and returned to the Director by the first day your child is scheduled to start. Your child will not be allowed to attend until these completed forms are submitted to the Director. The parent/guardian/custodian will be responsible for payment of fees from the start date in order to reserve the enrollment spot until such time as the completed forms are returned.

Your child's admission into Sequoia's Treehouse Children's Center is conditioned on your submission of a signed Contract, Enrollment form, Immunization form, and 2 Emergency cards. There are additional required forms to submit, these will be provided upon enrollment.

I HEREBY AGREE to the above conditions and acknowledge that I have read and understand the Sequoia's Treehouse Preschool Parent Handbook and consent to the policies described in it.

Legal Guardian:_____ Date_____

Sequoia's Treehouse Children's Center Director:_____Date_____