

Child's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_ Parent's Social Security # (required) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**I/we**, the Parents/Legal Guardian or responsible adult of \_\_\_\_\_, agree to enroll our child in the Crayon Box Program licensed by the State of Michigan in the name of the Crayon Box, Andrews University Children's Learning Center. We agree that our registration fee of \$55 per child is due at enrollment and a yearly \$55 material fee per child is billed on the third Tuesday of February of each consecutive calendar year. We agree that a \$55 Change of Plan fee per child will be charged to hold the child's spot when off schedule for a full week or longer. These fees are non-refundable except the fee will be refunded for children of Andrew University faculty and staff (upon return). The fee will also be refunded for Andrews University students during university breaks (upon return). This fee will not be refunded if a child does not return.

**I/we** have received and read the program policies set forth in the Crayon Box Parent Handbook and agree to comply with all of the rules, policies and responsibilities stated therein. The Crayon Box has reserved the right to modify rules and policies at its discretion with 30 days written notice. Such notice requirements shall not be applicable in the event of emergencies or licensing mandates.

**I/we** agree to pay the provider the full tuition regardless of absences due to vacation, holidays, illness, and closings due to emergency situations, inclement weather or acts of God. We understand that the Crayon Box reserves the right to adjust the tuition rates with 30 days written notice.

**\*We** understand that if our child turns three and is not potty trained, the Twos tuition will be charged until potty training has been achieved.

**I/we** agree that tuition fees are to be paid in full two weeks in advance (every other Monday). We also agree to pay any applicable late payment penalties, late pick-up, and non-scheduled hours fees that have been established in the parent policy manual.

**I/we** acknowledge that the Crayon Box will release \_\_\_\_\_ to only those persons authorized on the Child Information Card. We agree with the Provider's standard procedures used at the release of children in special circumstances. We acknowledge that no one will be permitted to take a child off the premises without written consent.

Finally, **I/we** agree that either party may terminate this agreement with a two-week written notice. In the event that a withdrawal notice has not been provided, we agree to pay the Crayon Box the amount equal to two weeks of tuition. We acknowledge that the Crayon Box may terminate this agreement without notice if \_\_\_\_\_'s continued participation in the program creates a direct threat to the safety of him/her self, other children, or the Crayon Box staff.

Hours Per Week	Infants, Toddlers, Twos	Preschool*, Pre-K, Young 5s*	School Age (SA) *^
<b>PLAN A</b> Under 20 Hours/Week	n/a - Plan A will charge at B1 rate	<b>\$6.25 / Hour</b>	n/a
<b>PLAN B1</b> 20-25.50 Hours/Week	<b>\$163</b>	<b>\$125</b>	n/a
<b>PLAN B2</b> 26-29.50 Hours/Week	<b>\$183</b>	<b>\$153</b>	n/a
<b>PLAN C1</b> 30-35.50 Hours/Week	<b>\$210</b>	<b>\$175</b>	n/a
<b>PLAN C2</b> 36-39.50 Hours/Week	<b>\$219</b>	<b>\$191</b>	n/a
<b>PLAN D1</b> 40-45.50 Hours/Week	<b>\$233</b>	<b>\$202</b>	n/a
<b>PLAN D2</b> 46+ Hours/ Week	<b>\$5.10 / Hour</b>	<b>\$4.43 / Hour</b>	n/a
<b>SCHOOL AGE</b>	n/a	n/a	<b>\$3.75</b>
<b>ADD ON HOURS</b> (if space available)	<b>\$9.25 / Hour</b>	<b>\$7.50 / Hour</b>	<b>\$4.75</b>
<b>NON-SCHEDULED HOURS</b>	<b>\$13.00 Pro-Rated Hourly</b>		
<b>AFTER CLOSING PICK-UP</b>	<b>\$2.75 Per Minute</b>		

\* Children who are 3 but are not potty trained will remain at the Twos rate until potty training is achieved. All children must be potty trained to be in the Pre-K, Young 5s and Summer Camp programs. ^School Age care is provided for kids attending Kindergarten – the age of 12.

If any provision of this contract, the program policies, rules and responsibilities are held invalid or unenforceable, it should be ineffective only to the extent of the invalidity, without affecting or impairing the validity or enforceability of the remainder of the provision or the remaining provisions and intent of this contract. This contract constitutes the entire agreement among the parties involved and supersedes any prior understandings or agreements. Each party acknowledges and states that no representation, inducement, or conditions not stated in this contract have been made or relied upon by either party. *This contract shall be governed by the laws of the State of Michigan.*

\_\_\_\_\_  
Signature of Parent, Legal Guardian or Responsible Adult

\_\_\_\_\_  
Date Signed/Effective

\_\_\_\_\_  
Program Director's Signature