



Bethesda All Stars Childcare Center
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www.bethesdaallstars.com

ENROLLMENT AGREEMENT

The Bethesda All Stars (BAS), 401 40th Avenue South, Moorhead, MN is a child care facility operated by the Bethesda Lutheran Church, 401 40th Avenue South, Moorhead, as a nonprofit business. The center is licensed by the State of Minnesota Department of Human Services, Licensing Division, pursuant to Minnesota DHS Rule 3 and Minnesota Statutes, Chapter 245A.

TUITION AND FEE SCHEDULE

Tuition and fees may be adjusted in January of each year. Parents/guardians will be notified in writing of any and all tuition and fee changes at least 30 days before changes take effect.

CHILD INFORMATION

NAME: _____ Age at time of enrollment _____ Birthdate: __/__/__

NAME: _____ Age at time of enrollment _____ Birthdate: __/__/__

NAME: _____ Age at time of enrollment _____ Birthdate: __/__/__

FAMILY INFORMATION

PARENT/GUARDIAN NAMES: _____

ADDRESS: _____
(city) (state) (zip code)

MOMS PHONE NUMBER: _____ EMAIL ADDRESS: _____

DADS PHONE NUMBER: _____ EMAIL ADDRESS: _____

DAD'S PLACE OF EMPLOYMENT: _____ WORK PHONE _____

MOM'S PLACE OF EMPLOYMENT: _____ WORK PHONE _____

BASIC SERVICES

BAS is a program that serves children ages 3 to 12 years old. BAS is open from 7 AM to 6 PM Monday through Friday. Families enrolled in the child care program are billed a non-refundable registration fee of \$30 per child or \$50 for 2 or more children in a family. All full time children will also be billed a \$200 tuition deposit which will be applied to the first month of care. Should you decide not to attend BAS, the tuition deposit would be forfeited. The registration fee and tuition deposit must accompany all enrollment forms. After your enrollment form and fees have been received, you will be given a packet of enrollment forms, which need to be completed prior to admission of your child into the program.

LATE FEES

A per-child late fee will be charged anytime parents/guardians arrive after 6 PM (the time BAS closes) to pick up their child (ren). Late arrival is defined as entering your child's classroom after 6:00 PM. Late pick-up penalty fees

are: \$30 for 1-15 minutes late for each child; an additional \$1/minute/child will be added until the child is picked up. Late fees will be added to your billing statement. A late pick-up penalty may be appealed to the Board of Directors within 5 program days of issuance of the billing statement.

PAYMENT PROVISION

1. In accordance with the statement of fees in the Parent Handbook
 - a. A nonrefundable registration fee shall be paid upon enrollment
 - b. After initial enrollment, the registration is needed only if there is a break in enrollment (ie. summer off and returning in the fall).
 - c. A \$200 tuition deposit is due at enrollment. This non-refundable fee will reserve your spot for up to one month until the child/family begins care at BAS and will be applied to the first month's tuition payment. If the family decides not to attend BAS, this fee will be forfeited.
 - d. Tuition shall be due on the first day of each month. A late fee of \$25 will be applied at the close of the business day on the 7th of the month if a payment has not been made. Payments will be considered delinquent on the 10th of the month. An additional \$25 late fee will be applied on the 10th day.
 - e. No credit shall be given for days the center is officially closed. Tuition will be based on Enrollment Information and adjusted each month for non-school days.
 - f. Parents/guardians shall give 2 weeks' notice when withdrawing from the program. Tuition for those two weeks must be paid prior to leaving Bethesda.

TERMINATION OF THE AGREEMENT

This agreement shall be terminated if any one or more of the following occur:

1. Death of the child.
2. Parents/guardians allow their account to become delinquent.
3. Parents/guardians fail to honor the obligations listed in this agreement or in any rules, regulations or manuals promulgated or provided by BAS.
4. BAS in its sole and unfettered discretion determines that it is unable to meet the needs of the child.
5. BAS in its sole and unfettered discretion determines that it is not in the best interest of the program or other children enrolled at the center to have the child in attendance.
6. Parents/guardians fail to cooperate with the center which the center determines in its sole and unfettered discretion is serious enough to warrant termination.

Grievance Procedure: In exercising its discretion under numbers 4, 5, and 6 BAS may require the child and/or parents/guardians to attend a conference with BAS personnel regarding the matters that potentially warrant termination of this agreement. Parents/guardians may request a conference with BAS center personnel regarding the matters that potentially warrant termination. A parent/guardian who remains dissatisfied with the decision may address their concerns in writing within 14 calendar days to the Chairperson of the BAS Board of Directors.

See the parent handbook for additional information.

MODIFICATION CLAUSE

This agreement may be modified whenever any of the circumstances covered by this agreement changes. Such modification may only be made in writing and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under any condition.

OTHER

This provides that:

The parties to this agreement are aware that the State of Minnesota Department of Human Services has to inspect

and audit all records maintained by BAS without securing the prior consent of anyone.

SIGNATURES TO AGREEMENT

For services listed in this agreement and in accordance with the terms of this agreement I agree to pay Bethesda All Stars tuition of:

\$_____ per preschool day

\$_____ for school age non-school days and holidays

\$_____ for school days

\$_____ per month for the morning preschool program

I agree to cooperate with the general policies of BAS; to perform the obligation of parents/guardians set forth in this agreement; and to abide by the rules, regulations, and manuals promulgated and provided by BAS. My signature below indicates that I have read the terms of this agreement and the rules, regulations and manuals promulgated and provided by the school. It further indicates that I have had this material explained to me and that all my questions have been satisfactorily answered.

Child care will begin on: _____

Parent/Guardian _____ DATED _____

Parent/Guardian _____ DATED _____

BAS Director _____ DATED _____

Updated 11-26-13