

Kids of Chatham Organization, Inc.  
 Service Contract  
**Nursery School**  
 September 12, 2011 – June 8, 2012

Child's name: \_\_\_\_\_  
Last
First
Middle

I agree to pay \_\_\_\_\_ per month for the following session:

*Check one:*

✓	<i>Age</i>	<i>Schedule</i>	<i>Tuition</i>
<input type="checkbox"/>	3-year-olds	<b>T Th</b> 9:00-11:00am	100.00/mo.
<input type="checkbox"/>	4-year-olds	<b>M W F</b> 8:30-11:30am	150.00/mo.

I agree to abide by KOCO general operations policies as set forth in the document titled Parent Handbook 2005/6. I agree to be responsible for monthly payments of contracted fees as set forth in this agreement. Payment is due by the 1<sup>st</sup> each month. I understand that in the event of an increase in contractual fees, a 30-day written notification is required. I understand that fees may increase for additional service time. In the event of illness, vacation, or other absences, the KOCO staff will be notified before the start of my child's session. The KOCO staff will assume responsibility for my child from the time my child is signed into the program until my child is signed out of the program. I agree to sign my child in when dropping off and sign out when I pick my child up. I agree to pick up my child on time.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## OTHER FEES AND DISCOUNTS

<i>Fee</i>	<i>Description</i>	<i>Amount</i>	<i>Due Date</i>
<b>Registration</b>	Nonrefundable, one-time fee secures enrollment and covers startup costs. Fee is per family.	45.00	upon initial enrollment
<b>Re-registration</b>	Annual fee covers costs for maintaining and updating enrollment information. Fee is per family.	30.00	September 1st of each year
<b>Activity</b>	Quarterly (Fall, Winter and Spring) fee covers cost of new equipment, enrichment programs, and special visitors. Per child.	20.00	quarterly, on the first scheduled class day of September, December, and March
<b>Late pickup</b>	Parents unable to pick up on time must inform KOCO by telephone as soon as possible. Penalty charges will accumulate as follows: 10.00 for the first 15 minutes; 1.00 per minute thereafter . We reserve the right to disenroll children whose parents are habitually late.	10.00 for the first 15 minutes; 1.00 per minute thereafter	next billing cycle
<b>Late payments</b>	Payments made after the 10 <sup>th</sup> day of any given month may be subjected to a late payment fee.	5.00 plus 1% on unpaid balance	next billing cycle
<b>Returned checks</b>	A fee charged for checks returned by the bank for insufficient funds. In addition to replacement check of equal amount.	20.00	next billing cycle
<b>Discount on multiple tuitions per family</b>	Discount is applied to lowest tuition first. Applies only to regular contracted tuition. Does not apply to charges for school delays or early dismissals.	10% for second child; 15% for third child	applied to regular contracted tuition for each billing cycle
<b>Unattended vehicle violation</b>	A fine of 10.00 will be charged for leaving a vehicle running unattended, or leaving a child unattended in a vehicle. Repeat offenders will be charged 20.00 per offense.	10.00 first offense; 20.00 repeat offenses	next billing cycle