



**Enrollment:** ToddlerTime welcomes applications from interested families on a rolling year-round basis. We reserve spaces for our current families until December 1<sup>st</sup>. When offering enrollment, we consider the child's age and gender as well as your commitment to our programs and administrative team recommendations.

**Application Fee:** There is a \$100 application fee for new families which also serves as your activity fee. This fee covers all family programs, field trips and a class photo.

**Placement/Contract:** As soon as we can confirm your placement in a class, you will receive a contract to sign. This contract is valid for 7 days. If you are not positive about your interest in enrollment (ex. waiting to hear from another school), please let us know and we will do our best to work with you. Classrooms and teachers are subject to change from year to year. If you have any specific requests, please let us know now. Final class placement is in August.

**Tuition:** ToddlerTime offers many payment options. Please choose one: Two payments 50% with contract followed by 50% October 15<sup>th</sup> ( ), quarterly payments starting with contract ( ), monthly payments starting with contract ( ). Please choose one of the following payment options: Chase Bill Pay ( ), Zelle ( ), cash ( ), check ( ), venmo @ToddlerTimes ( ) and ACH payments ( ) which is our preferred method. If you would like to use ACH payments, we will give you an ACH form to fill out.

Tuition is non-refundable and you are responsible for the full year tuition regardless of attendance. If you cancel a position, the administrative team may decide to refund your tuition minus a \$500 processing fee if they are able to fill the spot and your withdrawal has not caused harm taking into account class enrollment, reason for withdrawal, notice, timing and teacher contracts. If in the opinion of ToddlerTime and the Early Childhood Team from the public school system, the child's enrollment is inappropriate for the child or detrimental to classmates, the child will be disenrolled and tuition will be prorated for the period the child attended. ToddlerTime does not provide accident or health insurance for students.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_