



## Important Registration Contract Letter 2020-2021

Dear Families,

Thank you for choosing Chenango Nursery School (CNS) for your childcare needs. Our goal is to do the best job we can do, welcoming your family into our program and creating a comfortable environment for your child. We look forward to developing a partnership with your family. At CNS, we appreciate the important medical and contact information that you provide to us and keep up to date.

Please review our tuition and registration policies listed below.

- When you enroll at CNS you are reserving and purchasing a tuition slot for the time period beginning August 23, 2020 and ending June 25, 2021. Tuition will be paid in equal monthly installments. If you choose to enroll after May 1, 2020, a spot is not guaranteed for your child.
- Any request to withdraw early from this contract must be in writing and will be reviewed by the Board for approval.
- ***There are no time substitutions for unused days, sick days or vacation days. Full Time status will take precedence when enrolling children.*** Alternate scheduling is upon request, when space is available. Please see office staff when requesting alternate scheduling.
- Tuition statements are emailed around the 15<sup>th</sup> of each month and payment is due on the 6<sup>th</sup> of the following month.
- You agree to pay on demand all costs of collection, legal expenses and attorneys' fees incurred or paid by CNS in enforcing this enrollment contract upon your failure to pay tuition.
- A non-refundable registration fee is required at registration. Registration fees are charged each year for summer enrollment and for the 10 month calendar.
- You are more than welcome to combine all your registration fees into one check.
- Any past due balances ***must*** be paid before a registration for your child will be accepted.

Sincerely,

Sarah Chesebro  
Director

For Office Use Only:

Date of Enrollment: \_\_\_\_\_

Date of Registration: \_\_\_\_\_



Registration 2020-21

Early Childhood Programs (ECP)

\*\*\*Children ages 18 months to 36 months\*\*\*

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: M or F

Address: \_\_\_\_\_

1. Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ May we text you? Y / N

Email \_\_\_\_\_

2. Parent/Guardian: \_\_\_\_\_

Address: (if different from above) \_\_\_\_\_

Phone: \_\_\_\_\_ May we text you? Y / N

Email \_\_\_\_\_

Please choose from the options below:

\*\*\*All options are Full Day Only\*\*\*

5 Day \_\_\_\_\_ M, T, W, Th, F

3 Day \_\_\_\_\_ M, W, F

2 Day \_\_\_\_\_ T, Th

By signing this enrollment contract you hereby agree to pay all tuition in the amounts as set forth on the Tuition Schedule when due. There will be a late charge at the rate of one and one quarter percent (1.25%) each month for all balances unpaid by the due date (or the maximum permissible by law if less than one and one quarter percent (1.25%) per month). A failure to pay your bill for two consecutive months may result in the withdrawal of your child from CNS. You are acknowledging receipt of CNS's registration information and agreeing to abide by the parent handbook.

I agree to the terms set forth in this enrollment contract:

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

Registration Fee: \$75, \$50 for each additional child

For Office Use Only:

Date of Enrollment: \_\_\_\_\_

Date of Registration: \_\_\_\_\_