

Enrollment: Early enrollment is open until November 30th and is intended for siblings and those who know that ToddlerTime is their first choice of school. Early enrollment acceptance notifications will go out on a rolling basis. Regular enrollment begins December 1st. Your first tuition payment is due seven days from your acceptance. 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 covers enrollment, family programs and 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: () One payment in full with contract () 2 automatic withdrawals from checking or savings account or credit card (due with contract and November) or () 9 payment monthly plan-automatic withdrawal from checking or savings account or credit card (monthly from contract). Please note credit card and debit payments will have a convenience fee of 3%.

Covid Agreement: If something changes between now and opening day which prevents the entire school from opening, all tuition minus a \$500 administrative fee will be returned. If the entire school is closed at any other point during the year due to the pandemic, we will provide distant learning for up to 4 weeks and make up 2 weeks over the vacations or in June. Given the uncertainty surrounding us, our school calendar will remain very flexible. After 4 weeks, you will receive a 90% credit for all days missed and we will offer a fee based online learning platform that you can choose to opt into. All credits can be applied to any of our programs and if by the end of our school year your family has not had the opportunity to apply your credit to any program, and your family will be leaving the program, a check will be issued for the remaining credit by June 30th.

If a case of Covid-19 is reported in a single classroom, the OEC in conjunction with the Department of Public Health will advise us as to whether and for how long the classroom must be closed for disinfection and for how long the staff and children assigned to that classroom may be required to self-quarantine. If a classroom is required to close but the school remains open, that class will offer distance learning during the closure and there will not be a tuition adjustment.

Signature: _____

Printed Name: _____

Date: _____