



# OLIVER DAY SCHOOL

## Enrollment Contract

Child Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_

### Family Handbook

The Oliver Day School handbook is available on our website <http://www.theoliverdayschool.com>. Hard copies may be requested from your School Director as well. **Please read and review it thoroughly prior to completing this Enrollment Contract.**

In consideration of the enrollment or renewed enrollment of my child that is named above, at the Oliver Day School. By signing below, I/we acknowledge that I/we understand and will abide by the following policies:

### Schedule

The Oliver Day School requires a two week written notice to change your child's schedule, including withdrawal from the program. Written notice will only be considered valid when a Requests for Change in Schedule Form is submitted to the office. The two-week notice period will begin no sooner than the day it is submitted to the director. The new schedule will not be confirmed until a new contract is signed and dated by both the parent/guardian and the School Director. Your child's enrollment will not be secured until the Oliver Day School receives all necessary enrollment paperwork and the non-refundable enrollment fee.

To safely staff our school to meet or exceed state mandated student to teacher ratios, Oliver Day School requires that you specify consistent days per week and hours per day that your child will be enrolled. Any time spent at the school outside of this window will be billed as extra time in accordance with your school's current rate sheet.

**Please note below the earliest time you will drop off your child at the program and the latest time you will pick up your child from the program ; hours cannot be more exceed than ( 10.5) hour per day for a full day schedule or (5 ) hours per day for a half day schedule. For a half day schedule, you may pick one of the following: 8am to 12pm OR 2pm to 5:30pm. We ask that you avoid drop off during nap time so you do not disrupt the other students in the class. Please note that you may drop off and pick up your child at any time during the specified enrollment window with or without notice to the School Director/ Assistant Director.**

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off Time					
Pick Up Time					

Age Group (Select One):  Infant  Wobbler  Toddler  Preschool

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Holidays & Other Closures

The Oliver Day School follows the East Providence school district during weather conditions. The school will close only when it is unsafe for families and Oliver Day School employees to travel due to extreme weather, or when unforeseen circumstances arise at the school that prohibit the safe care of children. An email will be sent out when the school is closed. Tuition payments will remain the same during unanticipated closures.

## Absences

Full tuition is due weekly, regardless of whether a child is absent for any reason, including illness. Please notify the school as soon as you know your child will be absent. Schedule substitutions cannot be made for any scheduled or unscheduled absences.

## Vacations

After one year of continuous enrollment, a ½ tuition vacation week can be used once per calendar year. A minimum of a two-week written notice to the office or the request for change in schedule form must be provided to utilize your vacation benefit. If an extended month vacation is taken but the space is still wanted a \$100.00 fee per month will be charged.

**Your full tuition fee will be collected during vacation weeks.** It is your responsibility to ensure tuition is paid by the Friday prior to each week of care during your vacation; late payment fees apply (\$5.00 added each week you are late on a payment)

**If any type of change in a parent agreement is necessary, please contact your school director/assistant director as soon as possible.** Example: adding a new emergency contact or authorized pick-up, change in address or telephone number, updated medical information, etc.

The Oliver Day school provides a playful, happy, educational environment for your children and hopes to meet your expectations. If you have any questions, or special needs for the care of your children please feel free to discuss your concerns with your schools Director/Assistant Director.

**I certify that I have read and understand the information contained in the Handbook, the Policy and Tuition sheets, and this enrollment contract, and agree to the terms and conditions.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_