



Enrollment Contract

This contract is in effect until a new contract or an amendment to this contract is signed by both parties.

Contracted Parties:

The following agreement is entered into by and between:

Lily Pad at Metro Park, 6361 Walker Lane, Alexandria, VA 22310 (Provider) and

Parent/Guardian Name	Date
Address	Cell Phone
Email	Work Phone
and	
Parent/Guardian Name	Date
Address	Cell Phone
Email	Work Phone
For the care of:	
Child's Name	Birth Date

1. HOURS AND DAYS OF OPERATION

- Lily Pad at Metro Park is open from 7:00 a.m. to 6:00p.m., Monday through Friday. Lily Pad at Metro Park observes the following holidays and the center will be closed on those days. Tuition is not reduced as a result of center closures:
 - New Year's Day
 - Martin Luther King, Jr. Day
 - Presidents' Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veterans' Day
 - Thanksgiving (Thursday and Friday)
 - Christmas Eve and Christmas Day
- The center will be open whenever possible on a regularly scheduled day during normal hours. The procedure for notifying families should severe weather or other conditions prevent the center from opening is to send an email via Tadpoles. Federal openings/closures can also be consulted. If it becomes necessary to close early, it is my responsibility to arrange for my child's pick-up within one hour of notification. If your child is not picked up within the designated time, staff may release children to the custody of child protective services.
- I agree to make an effort to notify the center staff by 9:00 am when my child will be absent.



2. TUITION AND PAYMENT POLICIES

- The tuition payment for this child's space is \$375.00 per week.
- Tuition is paid weekly and payment may be made by check or money order and dropped off or mailed to:

Lily Pad at Metro Park
6361 Walker Lane, Suite C110
Alexandria, VA 22310

Please make checks and money orders payable to Lily Pad and put your child's name on the check or money order to credit the amount to the correct account.

- All tuition is due in advance of services rendered and must be received by the close of business the Friday prior service. Payments received after that time will be assessed a late fee of \$2.00 per business day, unless arrangements have been made.
- A deposit of two week's tuition is required on the first day of care. This deposit is applied to the child's last tuition bill.
- Upon enrollment, families are provided an enrollment contract. This contract should be carefully reviewed and fully completed before being signed.
- Tuition is calculated by age of the child and not by group assignment.
- Tuition fees are not pro-rated for illness, holidays, or emergency closure of Lily Pad at Metro Park and families pay the full tuition, even if their child is absent for any length of time.
- Lily Pad at Metro Park closes daily at 6:00 p.m. unless an earlier closing has been announced. Parents or others designated for pick up arriving after 6:00 p.m. will be assessed a late pick up fee of \$1.00 per minute for the first 5 minutes and \$10 per minute every minute thereafter. Please note the late pick up fee does not constitute an agreement to provide afterhours service.
- A fee of \$40.00 will be charged for any check returned for insufficient funds (NSF) and parents/guardians are responsible for all charges assessed due to NSF checks. NSF checks will be re-deposited once and if returned a second time, cash, certified check, or money order payment is required for replacement of that check and tuition payments for the next four weeks. If three separate checks are returned to Lily Pad at Metro Park within a six month period, all subsequent tuition payments must be made by cash, certified check, or money order.
- Accounts two weeks in arrears may result in immediate termination of service and be referred to a collection agency. In the event an account is sent to a collection agency, parents/guardians will be responsible for the balance of their account and any reasonable collection and attorney fees and costs associated with the collection of the account.

3. TERMINATION

The Lily Pad at Metro Park contract may be terminated by either Lily Pad at Metro Park or the parent/guardian by giving a two week written notice in advance of the ending date.

When termination is given, all outstanding bills must be paid regardless of which party terminates services. Tuition is due for the final two weeks of services regardless of whether the child attends the center during that time.

Lily Pad at Metro Park may terminate the contract without notice for the following reasons:

- Failure to pay fees on time
- Inability to meet the needs of the child
- A child's behavior threatens the well-being of any person at the center
- Lack of parental cooperation
- Failure to pick up child on time, 10 times
- Failure to complete and submit all required forms
- Change in Metro Park preference status
- Any other reasons deemed necessary by Lily Pad at Metro Park



By signing this contract, parents/guardians agree that:

- I/We have read, understand, and will abide by all policies as written in the Family Handbook.
- I/We understand that policies may be amended at any time.
- I/We will abide by the regulations regarding the payment of fees as outlined here and in the Family Handbook.
- I/We understand this is a legal contract that obligates me/us to these terms until a new contract or an amendment to the contract is signed by both parties.
- I/We will promptly update any information provided in this Agreement if such information changes.
- The parent(s) guardians agree to inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Lily Pad at Metro Park agrees to guarantee space exclusively for the above named child and to provide such care and services as specified in the current Family Handbook.

Lily Pad at Metro Park Representative

Date