

**Minnesota State University Moorhead
Early Education Center**

Contract

As a parent of a child in the Minnesota State University Early Education Center, I understand that:

1. A two week notice of withdrawal is required. Tuition will be charged through that period.
2. Upon discretion of the program director, it may be determined that the needs of a student may be beyond the program's service delivery capacity. In such a situation the parents will be given a three week notice that the child is being withdrawn. The parent/s may choose to have their child leave before the end of that period. Tuition will be charged through the child's last day of attendance.
3. There will be no tuition refund if a child is absent.
4. The following forms must be filled out and returned before the child is admitted: the health physical and immunization record, contract, enrollment form, registration form, permission card, dental and medical insurance information cards, and child nutrition form/s.
5. If parents are late to pick up their child/ren, they will be assessed a fee of **\$1.00 per minute**. If parents are late more than once, this fee may be increased.
6. As an adjunct of Minnesota State University Moorhead, the Center is not allowed by regulation to carry liability or accident insurance. Each family must make its own arrangements for insurance.
7. Appropriate immunizations must have been completed before enrollment in the Center.
8. Parents are responsible to leave a class or work schedule with the Center so that they can be reached if their child becomes ill. The Center has no facilities to care for sick children. Parents should make plans to care for their children who are ill away from the Center.
9. Fees for each month are billed on the first of the month and are due by the 15th of that month. To protect those on the waiting list and to assure the continued operation of the program, those children whose fees are not paid may be dropped at the end of the month.
10. I have read and understand all the terms of the parent handbook.

Name/s of children enrolled:

_____	_____
last name	first name
_____	_____
last name	first name
_____	_____
last name	first name

Date

Parent Signature

Parent Signature

PLEASE RETURN ONE COPY OF THIS CONTRACT TO THE CENTER. THE OTHER COPY IS FOR YOUR REFERENCE.