



North Campus
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Miami, FL 33167-3418
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C11MD1451

ENROLLMENT CONTRACT
School Year: 2021 - 2022

Child's Legal Name: _____

Registration Fee: A non-refundable annual registration fee of \$175.00 is required for the new school year. The school year begins in August and ends in June with two weeks off in December. Due on June 1, 2022, the non-refundable Summer Camp Registration Fee is \$50.00.

Tuition: Tuition is set by Miami Dade College and is charged each month, even when the month has 2 or 3 weeks (i.e. Thanksgiving and Winter Recess). Tuition payments must be paid directly to the Bursar's Office. Tuition payments may be made by cash, by check, by money order, or by credit card. All payments must be accompanied by a **Payment Remittance Form**. Upon payment to the Bursar's Office, families will receive two copies of the receipt. One of those copies must be returned to the Exploration Station, the other copy of the receipt should be saved for the family's records. All payments made to the Bursar's Office must be accompanied by a completed, signed **Payment Remittance Form**. In addition, credit card payments may be made with the Bursar's office by telephone. For payments to be made by telephone, the Bursar's office must first receive, by email, a completed, signed **Payment Remittance Form**. Upon payment, the Bursar's office will then email one receipt to the Exploration Station, and one receipt to the family for their records.

Full monthly tuition payment is due the First of every month for the month. Payments made after this due date will have a \$20.00 late fee assessed on the tenth of every month. Accounts that become in arrears by 2 weeks are subject to suspension from the program and are subject to termination after 30 days. Accounts that have been terminated for non-payment are subject to a new registration fee.

Children that have been suspended or terminated for non-payment will not be allowed to return to the center until FULL payment and ALL late fees have been paid and the account brought up to date. THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS POLICY.

Hours: The center is open from 7:00 am to 6:00 pm, Monday through Friday for full-day children and 7:00am to 12:00pm for half day children.

The center is closed three weeks in August and two weeks in December and on all major holidays; notification will be given well in advance of any other closed days. Please call and let us know by 9:00 am if your child will be late or absent for the day.

Notice of Termination: The Exploration Station the Preschool at Miami Dade College or a parent may terminate this contract. A **two - week** notice prior to the last date of care is required. However, we reserve the right to terminate services if a child presents a threat to themselves or others. If tuition payments are not made in accordance with this contract, the Exploration Station may immediately terminate this contract without any prior notice. Delinquent payments may be turned over for collection. All fees assessed by the collections agency will be the responsibility of the parent.

Children's Health: All children must have a complete health evaluation form and **up-to-date immunizations** before enrollment in the center.

Please initial the following:

_____ I understand that the annual \$175 fall registration fee is nonrefundable and is not covered by any subsidy. I also understand that my child is not officially enrolled until I have been notified by The Exploration Station The Preschool Lab at Miami Dade that the process is complete.

_____ I understand that there is a separate non-refundable summer registration fee of \$50.00 if I choose to enroll my child in the summer program.

_____ I agree to pay \$_____ for supply fee in two parts; first half \$_____ in August, and the second half \$_____ in December. I also understand that the supply fee is not covered by any subsidy.

_____ I agree to pay \$_____ per month and that all subsidies will be credited _____ toward this amount and I am responsible for the full amount less subsidy.

_____ I understand that daily attendance is expected and no credit will be given for any absences. I also understand that my child(ren) must be signed in and out in real time on a daily basis.

_____ I understand that if I am two weeks late in payment my child may be suspended from the program until full payment is made.

_____ I understand that if my child care services are terminated due to non-payment I will need to re-apply and pay in full any previous monies owed in addition to the new registration fee.

_____ I understand that I am responsible for a late pick-up fee payment of \$5.00 for the first five minutes and \$1.00 for each additional minute after 6:00pm.

_____ I understand that if I pick up my child after 6:00pm four times in a month, my child may be dropped from the program.

_____ I understand that I'm responsible for a \$15.00 fee if my check is returned.

_____ I understand that after (1) NSF check I must pay cash or money order.

_____ I understand that if I choose to take my child out of the Preschool, I am required to provide a two week notice in writing.

_____ I understand that as part of the registration process, the Center Director will enroll my family in the MDCAAlerts system for the North Campus. The email that I would like to receive MDCAAlerts at is: _____. (This will also be my username). The mobile phone number that I would like to receive emergency texts at is: _____.
By signing below, I understand the Exploration Station, The Preschool at Miami Dade College and my family are entering into a contract with one another.

Signature of Parent / Guardian responsible for payment

Full SSN (required)

Director

Date