

# BRIGHT HORIZONS ENROLLMENT AGREEMENT

Welcome to Bright Horizons! We look forward to a healthy and happy relationship with your family. The following policies have been created to help ensure the smooth operation and safety of the program while providing care for the children.

## TUITION AND FEES

1. Please specify the days and hours your child, \_\_\_\_\_, will attend:  
Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_  
Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_  
If your hours change in any way, notify Bright Horizons immediately. Tuition rates will be adjusted accordingly for any permanent change in hours.
2. You are required to give one month's notice in writing of any reduction in your child's schedule. Tuition will be reduced to the new rate 30 days after notice is received. If your child's schedule changes from full-time to part-time, Bright Horizons cannot guarantee that a full-time slot will be available in the future.
3. Tuition of \$ \_\_\_\_\_ is due in advance each \_\_\_\_\_. Tuition will not be reduced due to illness, absences or holidays. You will be notified of any changes in tuition within 30 days of the change. Tuition is based on ratios in assigned homebases.
4. Your first tuition payment of \$ \_\_\_\_\_ is being made to reserve your child's space with Bright Horizons. If Bright Horizons is unable to provide a space for your child, your tuition payment will be refunded. When you withdraw your child, you must give at least thirty (30) days written notice **prior to withdrawal**. You agree to pay all tuition and fees for the 30 days following your notice to the Center, even if your child is not in attendance.
5. Tuition is payable in advance and is due by:
  - The 25th of the prior month, for monthly payments
  - The prior Friday, for weekly payments (where applicable)If tuition is not received when due, a late fee of \$5.00 per day will be added to your child's tuition until it is paid in full. If payment is delinquent for one week or more, care may be suspended until the balance is current and your child's space will not be reserved. Tuition is due regardless of a child's absence from the program for any reason, and is required to hold a child's space.
6. A non-refundable registration fee of \$ \_\_\_\_\_ is due at the time of application. A re-registration fee is due annually and subject to change. If your child withdraws from the program and later re-enrolls, a new registration fee is due at that time.
7. A late pickup fee of \$ \_\_\_\_\_ per child is payable for each minute your child(ren) remains after closing. This fee is subject to change.
8. A \$25.00 fee will be charged for a check returned for insufficient funds. If this occurs more than once, Bright Horizons may require payment by another method for enrollment to continue.
9. Your child may have the opportunity to participate in a special program or field trip. This may result in an additional fee due before the day of the event. Notices will be posted in advance. A signed permission slip will be required in order for your child to participate in a field trip.
10. For those whose tuition is subsidized based on a sliding fee scale or any subsidy, misrepresentation of gross household income or subsidy status may result in dismissal from the program and/or retroactive charges for all underpaid tuition.

## COMINGS AND GOINGS

1. The Center is open from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m., Monday-Friday. The Center is closed for certain holidays. The holiday schedule will be posted. The Center's hours and holiday schedule are set and posted annually, but may be changed at any time with 30 days' notice.
2. 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 on time or at all will be posted. If it is necessary to close early, it will be your responsibility to arrange for your child's early pick-up. There will be no tuition credit for any time the Center is closed.
3. Your child will only be released to you or to the persons you have listed on the *Child Release Form*. Emergencies may prevent you from picking up your child; therefore, include those individuals whom you would authorize in such events. If you want a person who is not identified on the *Child Release Form* to pick up your child, you must notify Center management in advance, in writing. **Your child will not be released without prior written authorization.**
4. Late pick-up is not a normal program option and will only be considered an exceptional occurrence. It can be distressing for children to be left in the care of others after-hours. Staff work long days and expect to leave at the end of their scheduled times. Please allow enough time to arrive at the Center, pick up your child and leave by closing time. If a child has not been picked up after closing and we have not heard from you, we will attempt to contact you and then the emergency contacts listed on the *Child Release Form*. Provisions will be made for someone to stay with your child as long as possible, but if we are unable to reach you or an emergency contact after two hours, we will call the local child protective services agency.
5. Bright Horizons legally cannot deny access to or release of a child to either parent/guardian, unless there is an active restraining order, specific schedule of court-ordered visitation rights, or other Court Order in place. If the family is not in agreement or the situation is unclear, we will require the family to return to the court to resolve their differences.

## MEDICAL POLICIES

1. Prior to enrollment, you must give the Center current medical and immunization records for your child. These records must be updated annually. Children without appropriate, current medical records may not attend the Center.
2. If you are notified that your child is ill, you must pick up your child immediately. If your child is absent due to a reportable disease, your child may return only with a physician's note indicating that he or she is no longer contagious. (See the *Child Illness Policy* in *A Family's Guide to Bright Horizons Family Solutions*.)
3. We will administer medication as outlined in our *Medication Policies* (see *A Family's Guide to Bright Horizons Family Solutions*).
4. In case of emergency, Bright Horizons has parental/guardian permission to administer first aid or to obtain emergency medical treatment in the child's best interest. (See the *Authorization and Consent/Child Release* form.)
5. Costs incurred from the treatment of any injury or illness occurring to your child during the program are the responsibility of the parent/guardian. Secondary insurance is provided by Bright Horizons to pay most expenses not covered by the family's primary insurance.

**MISCELLANEOUS**

1. In an effort to maintain the professional status of our staff and prevent any potential conflict of interest, babysitting by Center staff is discouraged. However, should you hire any Center staff, it must be outside the Center premises and with the understanding that such arrangements and payment for services are solely between you and the staff member. The arrangements are not sanctioned by the Center, Client, or by Bright Horizons, and you agree to hold Bright Horizons harmless from any such arrangement. In addition, if you hire an employee (or someone who was a Bright Horizons' employee within the prior six months of hire) to work for you on a permanent basis, you agree to pay a placement fee of \$2,500.
2. If Bright Horizons is concerned that your child's needs are not being met in our program, we will involve you in the process of identifying the issues and working toward resolution. However, if after reasonable and appropriate interventions have been tried, Bright Horizons determines that the program is not in the best interest of you, your child, or the Center, you will be required to withdraw your child from the program. If Bright Horizons believes, in its sole discretion, that the actions of a parent or guardian are disruptive, inappropriate or inconsistent with the Center's best interests, it may elect to end a child's enrollment. We will help to prepare a child for withdrawal, consistent with the child's ability to understand. Implementation of withdrawal procedures will be effected in the time frame that is deemed appropriate by Bright Horizons.

**This Enrollment Agreement is not intended to be all inclusive. Other terms and conditions of your child's enrollment are contained in our Family Guide. Your enrollment is also subject to all of Bright Horizons' policies and procedures which may change from time to time.**

**I acknowledge that I have received a copy of *A Family's Guide to Bright Horizons Family Solutions*, which is intended to supplement this Agreement. I understand it is my responsibility to contact Bright Horizons with any questions I have about the information contained in the *Family Guide* or any document relating to enrollment policies and procedures.**

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Center Director: \_\_\_\_\_

Date: \_\_\_\_\_