

Children’s Learning Centers Enrollment Agreement

I hereby agree to payment for child care services provided by the University of Houston Children’s Learning Centers (“Centers”) operated by the University of Houston, a public institution of higher education of the State of Texas organized pursuant to Section 111.01 et seq. of the Texas Education Code under the terms and conditions contained herein. This Children’s Learning Centers Enrollment Agreement (this “Agreement”) is entered into for 12 months, starting on (Date)_____and ending on (Date)_____, on behalf of the child named below:

Child’s Name: _____ Age: _____ Date of Birth: _____
[Last] [First] [Middle]

_____(initial) **I agree to payment in accordance with the schedule of fees and tuition set forth below and to be bound by the terms and conditions of this Agreement.**

_____(initial) **Policy:** This Agreement is subject to the rules, policies, procedures, and regulations of Centers including payment of fees, tuition, enrollment eligibility, attendance, health conditions, hours of operation and any applicable University policies/procedures, local, state and/or federal laws or regulations. 1) Noncompliance with any of the terms and conditions of this Agreement may result in termination of your child’s enrollment during the contracting period. 2) Centers shall have the right during the contracting period to alter or amend their policies concerning Centers services, including fees/tuition charged, but only upon four (4) weeks written notice. 3) Centers reserves the right to demand the immediate removal of any child from Centers property upon a determination by the Director of Centers that the child or child’s parent or guardian poses an immediate threat to the health or safety of other children enrolled at Centers or to Centers’ staff or to the orderly business functioning of Centers. 4) Centers’ waiver of breach of a condition of this Agreement is not a waiver of breach of other conditions of this Agreement.

_____(initial) **Payments:** Tuition must be paid on a weekly basis with the first payment due on Friday in advance of attendance. Each week, payment must be received in advance of attendance or a late fee payment of **\$20.00** will be assessed on **Tuesday by 12:00 noon** when payment is past due. If payment is not received in a timely manner, your child’s enrollment is subject to **termination**.

_____(initial) **Absences:** A full week’s tuition is due even if a child has one or more absences during the week, **fees will not be prorated.**

_____(initial) **Vacation Weeks:** During the twelve (12) month contract term, three (3) weeks may be designated as vacation weeks. Payment is not required for these weeks provided your Centers account is current. Vacation time cannot be used one day at a time; it must be used in five (5) consecutive business day intervals. If the five (5) consecutive business days occur over a two (2) week time period and the child attends part of each week, tuition will only be charged for one week and the second week will be designated as a vacation week. Centers need to have the vacation time off request submitted in writing prior to the child taking the actual time off.

_____(initial) **Holidays:** Centers will be closed on all University of Houston observed holidays and a full week’s tuition is due even if one or more days are scheduled off because of a holiday; **fees will not be prorated.**

_____(initial) **Early Dismissals/Staff Development:** Two (2) times each school year, Centers will have early dismissal, closing at 12:00 noon for staff development. Lunch will not be served and children must be picked up promptly on these days or late fees will apply. Five (5) times each school year, Centers will be closed for staff development. An annual calendar with these specific dates for staff development will be provided in advance to parents each July. **Fees will not be prorated for these days.**

_____(initial) **Emergency Closing:** If University closes for any reason, or if the operation of Centers becomes unsafe or illegal, or if any other event happens which in the opinion of the Vice President of Student Affairs necessitates the closing of Centers, payment of tuition must still be made. If a child attends any part of a week and subsequently Centers close under any of the conditions above, the entire week’s tuition is due; **fees will not be prorated.**

_____(initial) **Arrival Time:** A child may arrive **NO LATER** than 10:00 a.m. If there is a special circumstance requiring arrival after 10:00 a.m. on a particular day, it will be necessary to check with the teacher and receive permission for late arrival before bringing your child to Centers.

_____(initial) **Departure Time:** Closing time is 5:30 p.m. (except on Early Dismissal days as noted above). If you find you may be late due to a meeting, traffic, classes, etc., make arrangements for someone to pick up your child who is authorized and on file at Centers. Failure to pick up your child on

time can result in late fees of, **\$25.00** for the first five (5) minutes, an additional **\$20.00** for the next five (5) minutes and **\$1.00** for each additional minute after 5:40 p.m. Repeated failure to pick up your child up on time may result in probationary enrollment and/or termination of services.

____ (initial) **Agreement Renewal:** In order to renew your enrollment agreement with Centers you must submit a new agreement and pay all fees at least two (2) weeks before this Agreement expires. If this Agreement expires, without being renewed, enrollment will be terminated.

____ (initial) **Agreement Cancellation:** Cancellation of this Agreement must be requested in writing with **two (2) weeks** prior notice. Otherwise, this Agreement will remain in effect for twelve (12) months, unless terminated earlier by Centers as provided herein.

____ (initial) **Enrollment Eligibility:** Only children and legal dependents of students, staff, faculty and alumni of the University of Houston main campus are eligible for enrollment at Centers. In order for student parents to be eligible to enroll a child at Centers, they must be enrolled for a minimum of six credit hours at University of Houston main campus (both in the spring and fall semesters) and also in a degree seeking program (or in pre-requisite classes for a degree plan) as an undergraduate/graduate student. In order for staff and faculty parents to be eligible to enroll a child at Centers, they must be employed by the University of Houston main campus on a full-time basis. In order for alumni parents to be eligible to enroll a child at Centers, they must have record of graduating from the University of Houston main campus. A change in eligibility affiliation during this Agreement must be reported to the Centers two weeks in advance. The new affiliation will go into effect immediately and the new tuition rate will be applied.

____ (initial) **Continuity of Care:** When parents/guardians no longer have a University of Houston main campus affiliation they may be eligible, subject to Director approval and space availability, for an extension of enrollment for a child currently at the Centers, such extension not to exceed 60 days. Agreements cannot be renewed during this extension period; therefore, continuity of care as described in this paragraph will not be offered after the expiration date noted on this Agreement. When student parents/guardians of a currently enrolled child graduate from the University of Houston main campus and change their status to alumni affiliation, they are eligible for an extension to pay the student parent rate before the alumni parent rate goes into effect (not to exceed 60 days from the graduation date). The student parent rate will not be offered after the expiration date noted on this Agreement.

____ (initial) **Entire Agreement:** This Agreement and the Children’s Learning Centers Enrollment Tuition and Annual Fee Rate Appendix contains the entire agreement between the Parties regarding the subject matter hereof and supersedes any and all other agreements, understandings, negotiations, or representations, whether oral or written between the Parties. No agreement shall be effective unless it is in writing and signed by the party against whom enforcement of the agreement is sought.

Verification of Enrollment Eligibility: I, _____ (parent’s name), am a ___ student ___ staff ___ faculty ___ alumnus/alumna who is currently enrolled/employed at the University of Houston main campus or have a record of graduating from the University of Houston main campus, and I satisfy the enrollment eligibility requirements set forth above.

My Student ID # or Employee ID # - is: _____

Department: _____ Work Phone: _____

Home Address: _____ Home Phone: _____

City: _____ Zip Code: _____ Cell Phone: _____

E-Mail Address: _____

Authorized Individual(s), other than you to contact in case of an Emergency & their local phone numbers:

1. _____ Ph. # _____

2. _____ Ph. # _____

Executed by:

Parent's Signature

Date

Enrollment Agreement Accepted by:

Centers Director

Date

**Enrollment Agreement Cancelled/Terminated
by:**

Centers Director

Date

Note: Modification of this Form requires approval of OGC

Children’s Learning Centers

Approved to be effective with the _____ Semester (_____, 20____)

Annual Fees:

Registration	\$45*
Supplies	\$150*
Building Maintenance	\$150*

Date Paid: _____

Check/Centers Invoice #: _____

Parent Signature: _____

UHCLC Director or Designee: _____

**non-refundable and due with the initial agreement and on each annual renewal agreement.*

Please circle the tuition rate below to indicate the number of days and rate you are contracting for FY _____ - _____. Part Time options are available for toddler and preschool classrooms ONLY. Any changes in the number of days contracted must be approved by the Director in writing.

<u>Weekly Tuition:</u>	<u>Student</u>	<u>Staff</u>	<u>Faculty</u>	<u>Alumna/us</u>
Full Time				
Infant Room	\$290	\$315	\$320	\$330
Toddler Room	\$240	\$265	\$270	\$280
Spanish Immersion (ages 1-3)	\$240	\$265	\$270	\$280
Pre-K Room	\$200	\$225	\$230	\$240
Spanish Immersion	\$200	\$225	\$230	\$240
Part Time (M, W, F only)				
Toddler Room (2 & up)	\$220	\$245	\$250	\$260
Pre-K Room	\$185	\$210	\$215	\$225
Part Time (T, Th only)				
Toddler Room (2 & up)	\$200	\$225	\$230	\$240
Pre-K Room	\$165	\$190	\$195	\$205

Parent Signature: _____

UHCLC Director or Designee: _____