

**OAK RIDGE NURSERY SCHOOL, INC.
151 ROBERTSVILLE ROAD
OAK RIDGE, TENNESSEE 37830
Phone/Fax: (865) 483-3036**

ENROLLMENT CONTRACT – EFFECTIVE JUNE 1, 2009

This is an agreement between _____, hereafter called Parent(s), and Oak Ridge Nursery School, Inc., a private, nonprofit corporation, hereafter called School or ORNS, for the enrollment of a child and the payment of tuition for such enrollment. Upon execution of this agreement the Parent becomes a voting member of the School as described in the By-Laws of the school with all the rights, privileges, and duties thereof.

The parent hereby agrees to enroll _____ in the School and to pay tuition for such enrollment in advance at the appropriate rate:

Full-Time Nursery School (price per week, paid weekly or monthly)

Full time Nursery School care is five days per week, offered from 7:00 a.m. – 6:00 p.m. General guidelines for each room are given below. Room assignments are made by the director for each child based on age and developmental stage.

	<u>First Child</u>	<u>Second Child</u>
Yellow Room: 18 months to 3 rd birthday (until potty trained)	\$137	\$123
Orange Room: Potty trained up to 4 years old	\$133	\$119
Blue Room: 3.5 to 5 years old	\$129	\$115
Red Room: Pre-kindergarten	\$125	\$111

Part-Time Nursery School (price per month, paid monthly – Orange, Blue, and Red Rooms)

	<u>First Child</u>	<u>Second Child</u>
MWF All Day (7:00 a.m. – 6:00 p.m.)	\$392	\$353
MWF Half Day (8:45 a.m. – 12:30 p.m.)	\$186	\$167
MWF Early morning (7:00 a.m. – 8:45 a.m.)	\$35	\$32
T Th All Day (7:00 a.m. – 6:00 p.m.)	\$267	\$240
T Th Half Day (8:45 a.m. – 12:30 p.m.)	\$123	\$110
T Th Early morning (7:00 a.m. – 8:45 a.m.)	\$26	\$23
M-F Half Day (8:45 a.m. – 12:30 p.m.)	\$280	\$252
M-F Early mornings (7:00 a.m. – 8:45 a.m.)	\$61	\$55

Fees are due on the first school day of the month. A late charge of \$5 will be assessed after the fifth school day of the month. If fees are paid weekly, they are due on the first school day of the week. A late charge of \$5 will be assessed after Wednesday of each week.

A late pick-up fee of \$10.00 will be assessed for each five minute increment past 12:30 p.m. for part-time or 6:00 p.m. for full-time up to a maximum of \$30.00 per incident.

A one-time enrollment fee of \$100.00 per child is due at the time of initial registration; \$50 of the registration fee will go towards the first month's tuition. In addition, a Reservation Deposit of \$75 per child is required to hold a part-time opening for fall enrollment during the summer break for children currently enrolled in the program. This \$75 entitles parents to four afternoon drop-offs during the summer session. These drop-offs must be prearranged with the Director at least one week in advance.

Each family is required to provide 24 hours of service per year or pay \$480. This maintenance requirement is assessed quarterly; therefore, the school allows parents to work 6 hours per quarter or pay \$120. The requirement for single-parent families is 12 hours of service or \$240. The service hours or

payment will be billed at the end of each quarter. Parents whose children are taking the summer off but are intending to return in the fall are required to either work the required six hours or pay the maintenance fee for the summer quarter.

Two weeks' notice is required before withdrawal of a child. Up to two enrollment weeks of vacation without paying fees is allowed for each child who is enrolled full time and year round. One enrollment week of vacation without paying fees is allowed for each child who is enrolled part time year round. Vacation is granted only upon a week's notice in writing to the Director. The student must be absent from school during vacation time. Vacation is to be taken in five-day increments.

The School agrees to operate in accordance with the best principles of nursery school practice as set forth by the Tennessee Department of Human Services; to employ capable and qualified teachers who must be approved by the Board of Directors; and to adhere uniformly to high standards of health, cleanliness, sanitation, and safety. The school has a voice mail system that will be checked every thirty minutes during business hours.

The School reserves the right to terminate the enrollment of any child for improper behavior, nonpayment of tuition, or failure to comply with health and sanitation regulations. The school may also terminate enrollment if it is determined by the parent and the school that the child is not adjusting to the school program. A refund of unearned fees will be made in the case of failure to adjust. The School may, after Board approval, raise the tuition rate at any time during the year. Two week's notice will be given before any increase takes effect.

The Oak Ridge Nursery School, Inc. admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, admission policies, scholarship, and loan programs and athletic and other school administered programs.

The School reserves the right to assign all rights, privileges, and obligations under the agreement.

Names

First Child _____ Birthdate _____

Second Child _____ Birthdate _____

Third Child _____ Birthdate _____

Yes No I (we) give permission for my (our) telephone number and address to be published in an ORNS Directory.

Yes No I (we) give permission for my (our) child's name and/or photograph to be used for ORNS publicity purposes (newspaper, website, brochures).

Signed

Parents: _____

Accepted

By: _____ Date: _____

Oak Ridge Nursery School, Inc.