

Today's Date

Dear \_\_\_\_\_:

This enrollment agreement letter is to officially notify you that we have scheduled your son/daughter, \_\_\_\_\_, for enrollment at Lexington Playcare Center. We look forward to the months ahead filled with puzzles, playdough, painting, and more!

Here are the details:

Proposed start date:

Proposed schedule:

Proposed age group:

In order for us to enroll \_\_\_\_\_ at LPC, and be fair to those who remain on our waiting list, we ask that you accept in full the following terms:

1. Please deliver a copy of this letter, signed by you, accepting the proposed start date and weekly schedule set forth above, as well as these terms, no later than \_\_\_\_\_, along with a check for \$500 made payable to Lexington Playcare Center.
2. Upon timely receipt of your signed letter and check, we will enroll your child at LPC, and apply your check as follows:
  - a. \$200 will be considered a refundable enrollment retainer, which will be refunded to you within one week of your child's last day at LPC provided there are no outstanding balances due from you at that time. (This will not show up as a credit on your tuition bills.)
  - b. \$300 will be considered non-refundable, and will be applied to your child's first month's tuition.
3. Upon your child's enrollment, you will be responsible for a minimum of three month's tuition following your designated start date. The remainder of your first month's tuition will be billed in May/June with payment expected by \_\_\_\_\_. Thereafter, tuition payments are payable monthly in advance on the first day of each month. Any tuition payments received more than ten days after they are due will be assessed a late fee as described in the enclosed "Procedures & Guidelines" Handbook.
4. You must provide LPC with at least 30 days written notice of your child's withdrawal date, during which notice period you will be responsible for paying your child's tuition in full. Your \$200 refundable enrollment retainer cannot be applied to tuition for this period and will be refunded to you as explained above. Furthermore, notice of withdrawal cannot be used to reduce your obligation to pay a minimum of three month's tuition following your designated start date.
5. Schedule changes during the year are possible on a slot available basis only. LPC's staffing and budget are based on the collective schedules of all families, therefore, decreases in days or time blocks are only possible if the vacated slot can be filled; otherwise you will be financially responsible for your child's current schedule through June of that year. Scheduling increases are also allowed on a space available basis.

If you have any questions regarding these terms, please feel free to call me at (781) 862-5485. We all look forward to your little one joining our family!

Sincerely yours,

Christine Giguere  
Director

Enclosures

**Accepted:** \_\_\_\_\_ / \_\_\_\_\_  
Parent's Signature(s) / Date

**Please sign both copies of this letter and return one to the office.**