



THE OLDE CITY DAY SCHOOL  
 219 CUTBERT STREET | PHONE // 215 925 0200  
 PHILADELPHIA PA 19106 | INFO@OLDECITYDAY SCHOOL.COM

# ENROLLMENT AGREEMENT

New Customer  Revised Agreement (fill out New Agreement) (Date: \_\_\_\_\_)  Withdrawal (Date: \_\_\_\_\_)

Child's Full Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

(1) Parent/Guardian: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Employer: \_\_\_\_\_ Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

(2) Parent/Guardian: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Employer: \_\_\_\_\_ Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

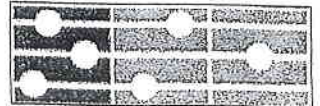
Child will attend the school on the following days (please circle): **M T W Th F** START DATE: \_\_\_\_\_

**School hours of operation:** \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
 The school will be closed on the following holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and Christmas Day; and \_\_\_\_\_. No discounts are provided. Full tuition is due and payable for each of these holidays. Olde City Day School offers a Reservation Discount Program providing for \_\_\_\_\_ % off regular tuition for a limit of \_\_\_\_\_ weeks per calendar year if your child is absent for an entire week (Monday - Friday) from the school. No discounts will be given for absences of less than a full week.  
 The school will be open whenever possible. However, all tuition payments will be due should the school close due to severe weather conditions or other reasons beyond Olde City Day School's control.  
 A non-refundable **REGISTRATION FEE** of \$ \_\_\_\_\_ is payable upon the signing of this Enrollment Agreement, along with your child's first Tuition payment. A non-refundable **YEARLY RE-REGISTRATION FEE** is due every year on \_\_\_\_\_.

In addition, a **SECURITY DEPOSIT** of \$ \_\_\_\_\_ is required.  
 Current **WEEKLY/MONTHLY TUITION** for your child is \$ \_\_\_\_\_ and is due **IN ADVANCE**. Additional tuition payments will be due for any days your child attends the school in addition to those days circled above and for any additional hours your child attends the school if your child is enrolled in a non-full day program.  
 A **LATE FEE** of \$ \_\_\_\_\_ will be added if your child's tuition is not paid by the close of business on \_\_\_\_\_.  
 A **PAST TIME FEE** of \$ \_\_\_\_\_ will be added to your child's tuition charges for each \_\_\_\_\_ minute(s) after the school closes that your child is NOT picked up. If your child is not picked up from the school within 1 hour of closing, Olde City Day School may contact the proper authorities.  
 A **SERVICE CHARGE** of \$ \_\_\_\_\_ will be added to tuition charges for each returned check. Payments in CASH may be required thereafter should tuition payments and other fees not be paid as agreed upon herein, child care services may be terminated. You must provide **WRITTEN NOTICE** at least \_\_\_\_\_ week(s) prior to your child's last day of attendance. Failure to provide the required **NOTICE will result in additional tuition obligations for the notice period**. If after termination of your child's enrollment you re-enroll your child less than 30 days later, tuition will be due as if child care services had been provided on a continuous basis during the enrollment absence.

No one, other than the Executive Director/Director of the school, may change, alter, or modify this Agreement or the policies of the school. All policy changes must be made in writing. Two weeks notice will be provided for all written modifications, by which the undersigned parents/guardians agree to abide.  
 The parties have read and understand this Enrollment Agreement, including all information on the reverse side of this page.  
**ALL INFORMATION CONTAINED ON THE REVERSE SIDE OF THIS AGREEMENT CONSTITUTES A MATERIAL PART HEREOF, THE SIGNATURES CONSTITUTE AGREEMENT WITH ALL SUCH PROVISIONS.**

*Continued on the REVERSE SIDE!*



THE OLDE CITY DAY SCHOOL  
219 CURRIER STREET | PHONES 215.267.6600  
FAX 215.267.6601 | www.oldecityday.com

# ENROLLMENT AGREEMENT

Page 2

*The following items form a material part of this Agreement*

The parents/guardians whose names appear on the front page of this Agreement hereby agree to permit Olde City Day School to administer first aid and/or obtain medical treatment for the child whose name appears on the front page of this Agreement in the event of any injury to the child. The parents/guardians whose names appear on the front page of this Agreement also agree to pay all expenses incurred for such first aid and/or medical treatment and to indemnify Olde City Day School and hold Olde City Day School harmless against any liability arising from or related to such first aid and/or medical treatment.

Olde City Day School may terminate this Agreement at any time upon written notice. Olde City Day School reserves the right to terminate the enrollment of any child who is unable to adjust to the school's program.

Olde City Day School does not discriminate on the basis of race, color, national origin, cultural heritage, sex or marital status.

The parents/guardians whose names appear on the front page of this Agreement acknowledge and understand that Olde City Day School MUST receive proper authorization IN WRITING to release a child to individuals NOT listed on the front page of this Agreement.

The parents/guardians whose names appear on the front page of this Agreement acknowledge and agree that they will be liable for any and all cost incurred by Olde City Day School arising from or relating to the collection of Tuition, Late Fees and/or Service Charges which are not paid as specified in this Agreement, including any and all attorney's fees and court costs. Olde City Day School also has the right to collect interest, charged at the legal rate, for all outstanding balances.

Periodically, Olde City Day School may institute increases in Tuition and/or other fees. Such increases shall not affect the other terms contained in this Agreement. All other terms shall remain in full force and effect.

All parents/guardians agree that should their child(ren) be the subject of an executed, court approved custody, separation or other form of legally enforceable agreement determining the custodial status of such child(ren), they shall provide copies of all such agreements to Olde City Day School and shall provide to Olde City Day School any and all changes, amendments and updates to such agreements in a timely manner.

Please refer to the school's Parent Handbook for further information regarding Olde City Day School's policies. Any failure to comply with the terms of the Parent Handbook or this Agreement could result in the termination of your child's enrollment.

PARENT/GUARDIAN:

\_\_\_\_\_  
 SS# \_\_\_\_\_  
 Date \_\_\_\_\_  
 Driver's License Number \_\_\_\_\_

\_\_\_\_\_  
 SS# \_\_\_\_\_  
 Date \_\_\_\_\_  
 Driver's License Number \_\_\_\_\_

\_\_\_\_\_  
 (1) Signature

\_\_\_\_\_  
 (2) Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature School Representative