



570 Klem Road
Webster, New York 14580

TINY TOTS CONTRACT 2019-2020

Child's Name: _____ Date of Birth: _____

Parent's Names: _____

Address: _____

Phone(s): _____

Email: _____

Check the Session(s) that are you enrolling in: Fall 2019 Winter 2019-2020 Spring 2020

As members of Woodside Nursery School, parents must accept certain responsibilities. Your obligations are as follows. Please read carefully and be sure that you understand this contract!

1. **To pay tuition.** A **\$100 down payment** of the Tuition is due to register and guarantee your child's place. Remaining Tuition Payments must be received on the 15th of the month prior (see breakdown below). Please note that your tuition obligation remains in effect even if you choose to withdraw your child from Woodside, unless such withdrawal is made due to special circumstances or hardship, as approved by the Executive Board of Woodside. In general, Woodside does not offer refunds of tuition already paid, or credit for unpaid tuition, in the event of early withdrawal unless a new child enrolls in Woodside in place of your child. We do realize, however, that certain unforeseeable circumstances arise which may force a family to withdraw a child from Woodside. Such circumstances *may* include, but are not necessarily limited to:
 - Serious illness of the student;
 - Death of parent or caregiver;
 - Relocation from the Webster area;
 - Loss of job of parent or caregiver;

In the event that you wish to withdraw your child from Woodside, and believe that your decision is based on hardship or special circumstances, Woodside will consider a tuition refund if the following conditions are met:

- a. Written notice via registered mail must be provided to the School Coordinator or Chairperson of Woodside prior to seven (7) days of the child's last day of school; and
- b. You may be asked to meet with the School Coordinator and/or Chairperson to discuss your decision to withdraw your child and to outline the special circumstances or hardship, which have led to such a decision.

The Executive Board will then determine whether the condition that led to the withdrawal of your child meets the criteria for hardship or special circumstances and whether a refund or tuition credit is in order. Please note that

Woodside considers any withdrawal of a child to be a very serious matter, and will handle all communications with the family in a confidential manner.

Should the Board determine that the withdrawal does not meet the criteria for hardship or special circumstances, or should you decide to withdraw your child **for any other reason than hardship or special circumstances**, Woodside will grant a refund or tuition credit **only** under the following condition(s):

- a. Written notice via registered mail must be provided to the School Coordinator or Chairperson of Woodside’s Board of Directors prior to seven (7) days of the child’s last day of school;
- b. If you have already paid the full year’s tuition and you have recruited a new child to enroll to replace your child, a refund will be issued, pro-rated from the date of the new child’s enrollment.
- c. If you have not yet paid the full year’s tuition, you will be **obligated** to continue making tuition installment payments until you’ve found a new child to replace your child. At that time, a refund will be issued for any overpayment of tuition, pro-rated from the date of the new child’s enrollment, and your obligation for future tuition payments will cease.

Please note that if withdrawal is made for any reason other than hardship or special circumstances, as approved by the Executive Board, **no refund or tuition credit will be granted unless you recruit a child to enroll at Woodside in place of your child**. Woodside is under no obligation to find or assist in finding a new child to replace your child.

In the event that tuition remains unpaid **for any reason other than hardship or special circumstances**, as approved by the Executive Board, Woodside has the right to take measures, including legal action, to collect funds owed to Woodside. In that event, you will be obligated to Woodside Nursery School for the reasonable cost of collection, including attorneys’ fees and costs.

Fall Session	Days of the Week	Time	Cost	Tuition Due**
September 9, 2019 Through November 25, 2019	Monday’s and Thursday’s*	9:30-11:15 am	\$300	\$100 Immediately to hold spot 9/15/19 10/15/19
Winter Session	Days of the Week	Time	Cost	Tuition Due**
December 2, 2019 through February 27, 2020	Monday’s and Thursday’s*	9:30-11:15 am	\$300	11/15/19 12/15/19 1/15/20
Spring Session	Days of the Week	Time	Cost	Tuition Due**
March 2, 2020 through May 22, 2020	Monday’s and Thursday’s*	9:30-11:15 am	\$300	2/15/20 3/15/20 4/15/20

***No Class on 10/11, 10/14, 10/24, 11/11, 11/28, 12/23, 12/26, 12/30, 1/2, 1/20, 2/17, 2/20, 3/12, 4/6, 4/9 per Woodside Calendar**

**** If you enroll in all 3 sessions you can receive a 2% discount to pay your balance in full after July 1, 2019 and by August 15, 2019.**

2. Submit a complete list of up to date immunization records signed by a physician **by First Day of Class.**
3. To submit a completed Health Form **by First Day of Class.**
4. All volunteers in the classroom ***must complete and pass a background check*** before being allowed to stay.

If you have any questions, please contact the School Coordinator or Chairperson before signing this Contract!

I have read, understand and agree to this Contract as stated. I understand that if I fail to meet my tuition obligation, measures will be taken to collect money due. I agree to reimburse Woodside Nursery School for the reasonable cost of collection (including reasonable attorney's fees) if I fail to pay.

Parent's Signature: _____ Date: _____

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