



# Puddletown School

## ENROLLMENT CONTRACT

*This contract is due at least 14 days before your child's first day.  
It is valid for one year from August 2021 – September 2022*

Child's Name \_\_\_\_\_

Birth Date \_\_\_\_\_ Pronoun \_\_\_\_\_

### PARENT(S) OR GUARDIAN(S):

**1:** Name \_\_\_\_\_ Pronoun \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: Mobile \_\_\_\_\_ Other \_\_\_\_\_ email \_\_\_\_\_  
Occupation / Employer \_\_\_\_\_

**2:** Name \_\_\_\_\_ Pronoun: \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: Mobile \_\_\_\_\_ Other \_\_\_\_\_ email \_\_\_\_\_  
Occupation / Employer \_\_\_\_\_

**3:** Name \_\_\_\_\_ Pronoun: \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: Mobile \_\_\_\_\_ Other \_\_\_\_\_ email \_\_\_\_\_  
Occupation / Employer \_\_\_\_\_

### REQUESTED SCHEDULE (CHECK ALL THAT APPLY):

- 5 half days (pick up 1 pm)
- 5 full days (pick up 3:15pm)
- Elementary (pick up 3:15pm)
- Early care (7:30–8:20am)
- After care (pick up before 5:30pm)

I have read and understand all policies listed in the parent handbook. **YES** \_\_\_\_\_

### PHOTOS AND IMAGES:

\_\_\_\_\_ **INITIAL(S)** The adult agrees to allow the child's name, image, and voice to be used by the School for use in School's publications, promotion materials, social networks (e.g., Facebook, Instagram, etc.), website, and advertising without compensation or prior notice. Adult releases and holds the School harmless from any liability stemming from the use of the child's name, voice, image or information.

\_\_\_\_\_ **INITIAL(S)** The adult agrees to allow the child's name, image, and voice to be used by the School for use in School's password protected blog.

2021 / 2022

## ENROLLMENT CONTRACT

### TUITION OBLIGATION: \_\_\_\_\_ INITIAL(S)

Adult understands that Puddletown School tuition is an annual commitment covering the academic year September to June. When you enroll your child at Puddletown, you are obligated to pay the stated annual tuition and associated fees. Should it become necessary to withdraw your child, the following policies apply:

- You must provide written notification to the directors of your intent to withdraw your child.
- Withdrawal prior to July 1st - no fee.
- Withdrawal between July 1st and September 1st - a prorated tuition fee will be incurred based on the date of withdrawal.
- Withdrawal after September 1st - you will be responsible for 50% of annual tuition (minus any tuition installments already paid).
- Withdrawal after December 15th- you will be responsible for the entire annual tuition (minus any tuition installments already paid).
- The directors reserve the right to consider alternative withdrawal policies based on individual circumstances.

### PAYMENT AND LATE FEES: \_\_\_\_\_ INITIAL(S)

Adult understands and agrees that a Late Charge of \$25.00 will be added for any delinquent payment (which is defined as a payment not received within 5 days after the due date). In the event of default (default being 30 days past due), Adult also agrees to pay all costs of collection, including collection agency fees, attorneys' fees, court costs, and interest of 1.5% per month.

### SCHOOL DIRECTORY: \_\_\_\_\_ INITIAL(S)

Adult authorizes the School to place family information, including name(s), home address(es), email address(es), and telephone numbers of Adult, Child, and other children in attendance at the School, in a directory of students to be available to School families. Adult acknowledges that this directory and the information therein is not to be used for commercial use and is not to be distributed to any person other than another School family.

**SIGNATURE:** I have read and agree to the basic conditions of enrollment as outlined in this contract:

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date