

The Harrisville Children's Center  
P.O. Box 128  
Harrisville, NH 03450  
(603) 827-3905  
A Monadnock United Way Agency

**2008-2009 Registration  
Infant Program**

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

Mailing Address: \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Town of Residence \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Work Phone \_\_\_\_\_

**Please select enrollment option from the table:**

Days	Monday-Friday		Mon-Wed-Fri		Tues-Thurs	
Hours	Weekly Fee		Weekly Fee		Weekly Fee	
7:00-5:30	\$205		\$134		\$91	

**\*Please note – There are no partial day rate options available for children in the Infant Program. When a child moves into the Toddler/Preschool Programs there are 1:00 and 3:00 dismissal time rate options.**

Early drop off needed (7-8am) \_\_\_\_\_

Late pick up needed (4:30-5:30) \_\_\_\_\_

- ***Please return this form with a non-refundable \$65 registration fee.***
- ***Preference will be given to full-time enrollment. If for some reason we cannot accommodate your schedule we will return your registration fee.***

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2008-2009 Tuition Payment Policy

The following is intended to acquaint families with the Center's tuition payment policies. We ask that all families review the terms prior to registration. Please sign and return this form with the registration form. For additional clarification, please contact the director.

The following policies have been established by the Board of Directors and will apply to all students enrolled in the Center.

**Registration Fee:** A \$65 per child, non-refundable registration fee must accompany a completed registration form. This fee applies to re-enrollments as well as new enrollments.

**Prior Term Balances:** Families re-enrolling must have accounts current before registration will be complete.

**Attendance:** Tuition fees are based on the number of days, and the length of the day each child is enrolled. The fees are not subject to change based on student absences. No refunds or adjustments will be made for missed days due to illness, vacation, or any other event resulting in non-attendance.

**Schedules:** On-site staff members are scheduled to accommodate student enrollment and comply with state regulations. For this reason, it is very important to maintain contractual pick-up times. Late pick-ups directly result in teacher overtime, and will be charged back to families at the rate of \$5.25 per 1/4 hour.

HCC will be happy to accommodate pre-arranged extra hours or customized arrangements in times of emergencies. Additional hours are billed at a rate of \$5.25 per hour.

Permanent changes to a child's schedule after enrollment, or mid-year withdrawal, require a two week written notice of intent. In case of withdrawal, parents will be required to pay for the two weeks whether or not the child attends.

**Payment Schedule: Tuition is paid weekly and payments are due promptly each Friday.** Payments are made in advance of the week of service. Families will receive invoices for the upcoming month with a schedule of payments due each week. A late fee of \$25.00 per week will be charged if the previous month's tuition is not paid in full by the 7<sup>th</sup> day of the next month. *The Harrisville Children's Center is a non-profit organization that absolutely depends on prompt tuition payments!*

**NH Dept. of Health and Human Services Child Care Employment Scholarship Fund:** All families who may be eligible for state assistance must apply for this prior to being considered for HCC's tuition assistance program. As a Monadnock United way Agency we are required to enforce this policy.

**Returned Checks:** A \$25 service charge will be billed for returned checks. Families issuing two bad checks will be required to pay in cash for the remainder of the school term.

Your signature indicates your understanding and acceptance of the Tuition Payment Policy as described above.

Signature \_\_\_\_\_ Date \_\_\_\_\_