



Belvedere Tiburon Child Care Center
 1185 Tiburon Blvd. Tiburon, CA 94920
 Office/ Reed Site: (415) 435-4366 FAX: (415) 435-0943
 Bel Aire Site: (415) 381-2243
 btccc@btccc.org

ENROLLMENT AGREEMENT (DROP IN)

Child's Name _____ Birthday ____/____/____
 Program: ___ Preschool ___ Kindergarten ___ After School ___ Bel Aire
 Address _____
 Parent's Name _____
 Home Phone # _____ Work Phone # _____
 Email _____

A. SCHEDULE – DAYS AND HOURS (on a space available basis)

Monday	Tuesday	Wednesday	Thursday	Friday

B. ENROLLMENT FEE

A non-refundable \$ 100 enrollment fee is required to start a drop in account with the child care center.

C. REGISTRATION

The registration fee is \$ 50 from September to December and \$ 35 from January through the end of the school year. This is non-refundable. Drop in enrollment does not guarantee enrollment for the following school year.

D. DROP IN CARE

Drop in care is offered on a space available basis and charged by the hour for a full hour. Please call the BTCCC in advance to reserve space.

E. DROP IN FEE

The drop in fee is \$ 15.00 per hour for at least one full hour. All drop in fees are payable by credit card only.

 Print name

 Signature

F. SIBLING DISCOUNTS

If siblings drop in at the BTCCC simultaneously, the first child is charged the full amount and the siblings receive a 20% discount.

G. LATE PICK UPS

Children should be picked up promptly at the appointed time. The fee for all late pick up is \$ 1.00 per minute.

H. ABSENTEEISM AND TARDINESS

The center must be informed of a child's absence or tardiness. For School Age children, please call the BTCCC office prior to 12 noon if you have scheduled drop in care and need to cancel. Preschool and Kindergarten drop in reservations should be cancelled 24 hours in advance. A **\$ 10.00 non-cancellation will be charged for failure to do so.**

I have read, fully understand and agree to abide by the provisions of this agreement.

 Parent's signature

_____/_____/_____
 Date

 Director's signature

_____/_____/_____
 Date

OFFICE ONLY: Conf. ___ Forms Given ___ Forms Received ___ Bookkeeper ___ Daily List ___ File Maker ___ Gmail ___ SMS ___