

2025-2026 Enrollment Contract

Infant, Baby, and Toddler Rooms

Ss. Robert & William Catholic School, LLC d/b/a SRW Early Learning Center ("ELC") and the undersigned parents/guardians ("Parents"), by signing below, hereby enter into this enrollment contract for their child ("Student") for the 2025-2026 school year.

Definitions: For the purposes of this document, "Child Care Classes" will be used to reference the Infant, Baby, and Toddler classes. The 2025-2026 school year begins on September 2, 2025 and ends on May 28, 2026.

All summer pricing and tuition policies will be listed in a separate document and advertised each year. The information contained in this document applies only to the dates listed above.

Students enrolled in the Toddler Room must be 2 years old as of September 30, 2025.

Students enrolled in the Baby Room must be 1 year old as of September 30, 2025.

Students less than 12 months old as of September 30, 2025 will be enrolled in the Infant Room.

Enrollment Requirements: I understand that the ELC will not reserve a place for my child(ren) for the upcoming school year until after I have returned this completed and signed Enrollment Contract, paid the classroom fee, and, if applicable, an agreement has been created for recurring tuition payments. I further understand that my child's/children's eligibility for enrollment is conditioned upon (1) his/her/ successful completion of the current School Year; (2) full payment of all Tuition and fees owed for the current and/or prior School Years; and (3) acceptance by the school. I understand that the School reserves the right to deny admission or enrollment for any lawful reason.

I agree to cooperate with the school and to ensure that the funds from all scholarships and financial aid that I receive from outside sources to cover tuition and/or fees are transferred to the school, and that I will be responsible for these amounts if such funds are not transferred to the school for any reason.

1. Parents agree to pay the full amount for tuition and fees. The tuition and fees may be modified if Parents receive discounts from the ELC, as outlined below. Any such modifications are only effective if set forth in a written amendment of this agreement, signed by Parents and the ELC Administration.
 - a. 2025-2026 Tuition Breakdown:
 - i. Part Time (up to 25 hours/week): \$235 per week
 - ii. $\frac{3}{4}$ Time (25.5-43 hours/week): \$275 per week
 - iii. Full Time (over 43 hours/week): \$315 per week
 - b. Enrollment level will be selected at the time of initial enrollment, or at the time of re-enrollment each year. In the event that a family exceeds their weekly hours, a \$50 surcharge will be applied. If a family exceeds their hours more than 2 times in a 4-week period, they will be moved to the next highest enrollment level.

- c. Payment Plan Selection: Parents may select to pay Weekly (every Friday) or Bi-Weekly (every other Friday). Selection will be made at the time of enrollment.
2. Payment obligation: Parents have an individual and joint obligation to pay all tuition and fees under this agreement via automatic payment through Procure. Parents shall pay any costs and attorney's fees the ELC incurs in collection of Parents' outstanding balance. In addition to any other remedies provided by law, the ELC, at its discretion, may enforce any or all of the following for students whose tuition is not current.
 - a. Registration for the next school year will not be permitted at the Early Learning Center or Ss. Robert & William School.
 - b. No records, transfers, or report cards will be forwarded. School records will only be withheld where there is two thousand five hundred dollars or more of outstanding debt attributed to the student. The school will transmit the records once the debt is paid.
 - c. If a Parent has outstanding tuition from the previous school year, their Student(s) will not be permitted to start the new school year. Registration and readmission are contingent upon all financial obligations being met.
 - d. If a Parent's tuition account is delinquent for two consecutive months, their Student(s) will not be permitted to attend until payment is received.
3. Early withdrawal/removal: Parents understand and agree that, regardless of Student's absence, withdrawal, or dismissal from ELC, Parents remain obligated to pay the amount of tuition due. Parents must provide at least thirty (30) days WRITTEN NOTICE to the ELC Administration to withdraw the Student from the ELC during the school year with the last date of the notice period being the date of withdrawal (the "Withdrawal Date"). Parents are responsible for payment of tuition through the Withdrawal Date, regardless of whether or not the Student continues to attend the ELC through the Withdrawal Date.
4. Discounts: Families receiving the Early Childhood Education Grant for a preschool-aged student do not qualify for additional discounts.
 - a. Families with multiple students enrolled at the ELC will receive 15% off the oldest Student's rate.
 - b. Children of SRW/ELC Employees will receive 15% off each Student enrolled.
 - c. Children of Diocese of Cleveland Employees will receive 10% off each Student enrolled.
5. Absences: All families in the Child Care Classes will receive 5 free days to be used between July 1, 2025 and June 30, 2026. These can be planned in advance as vacation days or used for an unplanned absence, such as a sick day.
 - a. Free day credits must be requested in writing to the ELC Administration in order to be applied to a tuition account.
 - b. Once all free days have been used, no tuition credits will be given for a Student in the Child Care Classes who is absent.
 - c. Unused free days are forfeited and do not carry over into the following year.
 - d. Free days will be credited at the following rates:
 - i. Part-Time: \$45 per day ¾ Time: \$54 Full Time: \$62
6. Building Closed: During the 2025-2026 school year, The ELC will be closed on the following days. These dates have been calculated into the tuition price for all classes.

Labor Day (September 1)
Election Day (November 4)
Thanksgiving Day (November 27)
Friday after Thanksgiving (November 28)
Christmas Eve (December 24)
Christmas Day (December 25)

New Year's Eve (December 31)
New Years Day (January 1)
Good Friday (April 3)
Easter Monday (April 6)
Memorial Day (May 25)
Professional Development Days
(October 17, December 26, January 2,
March 17, May 29)

7. Calamity Days: Three calamity days are built into the tuition for all ELC students. These calamity days cover the ELC being forced to close due to weather, no heat, or other issues. If all three calamity days are used between July 1, 2025 and June 30, 2026, families will be credited for any additional days.
8. Additional Fees
 - a. Classroom Fee: The ELC requires a \$250 non-refundable classroom fee for all new students that is due on July 15, 2025. A \$150 non-refundable classroom fee for all returning students will be due July 15, 2025. These fees are not credited towards payment of tuition or other fees.
 - b. Late Pick-Up: Students in the Child Care Classes must be picked-up by 5:30 p.m. After this time, Parents are responsible for a \$1 per minute late fee.
 - c. Non-Scheduled Days: We understand that situations arise that require part-time students to attend the ELC on a day not included in their schedule. If we have space and adequate staffing, we are always willing to accommodate families that need to add a day or switch days around. However, if your child is in attendance on a day that is not part of their normal schedule, you will be charged \$60 for that day. Schedule changes must be submitted in writing to the Administration.
 - d. Holding Fee: If a family is looking to take an extended break from enrollment, such as through the summer months, a holding fee will be required in order to secure space upon return. The holding fee will be charged on a weekly basis and is equal to one half of the classroom's full-time rate. Families who choose to waive the holding fee are not guaranteed that a space will be available upon requested return date.
 - e. Late/Returned Payment Fees: Parents understand and agree that a \$35 fee will be assessed for any returned payment. Additionally, tuition accounts not paid by the due date will incur a \$10 per day late fee. Three late payments in a 6 month period may result in termination of care.
 - f. Equipment: Replacement fees for broken center equipment, toys, electronics, etc. will be based on the replacement cost at the time the item is broken.
 - g. Processing Fees: Procure charges a processing fee per transaction. These funds do not go to the ELC.
 - i. Credit/Debit card payments: 2.7% of transaction, plus 30 cents
 - ii. ACH payments: \$1.00 per transaction