



Toddle Inn Child Care Centers
Registration and Enrollment Contract
Center Location: _____

Toddle Inn to Complete

Enrollment Date: _____

Reg. Paid on: _____

Reg. Rec'd in form of: _____

Amount \$: _____

ACH Form Rec'd on: _____

Termination Date: _____

Please Complete Entire Form - One form Per Child

Child's Name: _____ Birth Date: _____

Physical Address: _____

Mailing Address: _____

Parent/Guardian: _____

Physical Address (If Different from
Child): _____

Phone/Cell: _____

Preferred Email: _____

Employer: _____ Employer Phone: _____

Employer Address: _____

Parent/Guardian: _____

Physical Address (If Different from
Child): _____

Phone/Cell: _____

Preferred Email: _____

Employer: _____ Employer Phone: _____

Employer Address: _____

Emergency Contacts

Emergency contacts and people allowed to pick-up child (other than parent/guardian)

Picture ID required upon pick-up

Name: _____ Relationship to Child: _____

Address: _____ Phone: _____

Name: _____ Relationship to Child: _____

Address: _____ Phone: _____

Name: _____ Relationship to Child: _____
Address: _____ Phone: _____

Health Information

Does your child have any health conditions that we should know about (Briefly explain): _____

All known allergies: _____

Special needs (If any): _____

Child's Physician: _____ Phone: _____

Address: _____

Hospital Preference: _____

Family Dentist: _____

Address: _____ Phone: _____

I (Parent/Guardian): _____ hereby give authorization to Toddle Inn Child Care to obtain emergency medical treatment for my child in case of sudden illness or accident.

For Children Age Three and Above

I agree that my child be taken on field trips (should they arise) and that I will not hold Toddle Inn or it's employees responsible for minor accidental injury to (child's name) _____ resulting from transportation to and from or attendance at field trips. Toddle Inn is fully insured for any negligence on and off school premises.

Signed (Parent or Legal Guardian): _____ Date: _____

Toddle Inn Child Care Enrollment Contract

I (We), the undersigned, do hereby contract with Toddle Inn Child Care Center to enroll (Child's name) _____ in their program for the period beginning (Start Date) _____ and ending (one year from start date) _____.

Please provide a specific date of enrollment for Toddle Inn to properly plan for your child's addition to our program. A one-time enrollment adjustment of 2 weeks will be accommodated to the best of our ability. If you require an adjustment beyond this timeframe, your child's enrollment will return to priority on any applicable waitlists. Registration fees are honored for up to one year.

I (We), understand a minimum of two weeks' notice, in writing, is to be given to the office should this contract need to be terminated. **Initials:** _____

I (We), agree that any termination by us of the contract will not release us from responsibility for any balance due, including any reasonable costs which may be incurred in collection of said balance due. **Initials:** _____

I (We), understand that Toddle Inn hereby agrees to provide responsible care for (child's name) _____ and a quality program in a safe and positive environment. **Initials:** _____

The Parent(s), has the right to terminate the contract if he/she is dissatisfied with childcare provided by Toddle Inn. **Notice will be given to management in writing.** **Initials:** _____

The parties recognize that there will be a zero-tolerance policy with regard to abuse, confrontation or harassment as defined by applicable Maine Statutory Law. Any such action directed toward a staff member or employee of Toddle Inn Child Care, Inc by a parent, child guardian or other responsible party shall result in immediate termination of the within contract.

Toddle Inn reserves the right to dismiss a child, if it is in the best interest of the child and/or the school, such as aggressive behavior, physical or emotional harm to self or others.

I (We) agree to supply all supplies needed or required for my child as listed in the parent handbook. (<https://toddleinn.com/about-us/toddle-inn-handbook/>). If my child is over one year old, I agree to have them fed and dressed before dropping off at the center. **Initials:**_____

I (We), agree to bring (child's name) _____ to the center after (7:15) _____ A.M. and to pick up him/her no later than (5:30) _____ P.M. I agree to pay a late fee of \$3.00 per minute beyond (5:30) _____ P.M.
Initials:_____

I acknowledge **THE ONLY FORM OF PAYMENT TODDLE INN ACCEPTS IS AUTOMATIC WITHDRAWAL FROM A CHECKING/SAVINGS ACCOUNT AND THAT A COMPLETED ACH FORM IS REQUIRED PRIOR TO START DATE.**
Initials:_____

A registration fee in the amount of \$150.00 (non-refundable), the first week's tuition and a detailed certificate of immunization are due prior to the first week of service. Along with the \$150.00 registration fee, a Toddle Inn Backpack or Red Toddle Inn t-shirt will be given. All children must re-register each year on the anniversary date of their initial registration. A re-registration fee of \$75.00 will be withdrawn during your anniversary month, and updated registration and enrollment forms must be completed and returned, along with updated immunization records. **Initials:**_____

Toddle Inn Child Care
Enrollment Contract
(Continued)

The following Child Care Contract is binding between (Parent Names)

And Toddle Inn Child Care, enrolling (Child's Name) _____.

I require the services of this child care center between the hours of ____ A.M. and ____ P.M. for ____ days each week. My tuition payment will be withdrawn on Friday prior to the week's service. Weekly fees will not be reduced because of snow days, sickness, vacation weeks, absentee days for personal reasons, holidays or teacher workshop days.

Check All Attending

M: __ T: __ W: __ Th: __ F: __

The schedule selected in the contract must be honored for a minimum of 2 weeks after enrollment, unless a 2-week prior written notice is received, and management has approved. **Initials:** _____

Any changes in scheduled days will require a written change form found at the front desk, could result in additional cost, and must be approved by management. Days may not be dropped unless on a permanent basis. Rotating schedules can not be accommodated. **Initials:** _____

****Tuition rates are subject to change with a 30-day notice****

While Toddle Inn is as vigilant as possible in working to prevent, occasional illness and biting occurrences are unavoidable in child care settings.

If your child requires a phone call to a parent/guardian due to a behavioral reason, it is expected that he/she will be picked up within the hour. **Initials:** _____

If your child is sent home 3 times within a 3-month period, Toddle Inn reserves the right to terminate child care at that time. **Initials:** _____

I have read the Toddle Inn Parent Handbook (<https://toddleinn.com/about-us/toddle-inn-handbook/>) and have had all my questions answered. **Initials:** _____

Repetitive returned payment of tuition and/or fees due to NSF (non-sufficient funds), will result in immediate child care termination. **Initials:** _____

I have read this Child Care Contract and I understand and accept the terms.

Signed (Parent/Guardian): _____ **Date:** _____

Signed (Parent/Guardian): _____ **Date:** _____

Signed (Toddle Inn Management): _____ **Date:** _____

****How did you hear about Toddle Inn Child Care?:**
