



ADMISSION AGREEMENT

Welcome to Bright Beginnings NYC Preschool (“Bright Beginnings NYC”)! This agreement (the “Agreement”) and our Parent Handbook (the “Handbook”) comprise our rules and policies. You must read and understand this Agreement and the Handbook, and affirm your intent to comply with them by signing below. If you have any questions, please feel free to ask. We’re here to make sure that you and your child have a positive and wonderful preschool experience!

INITIAL REGISTRATION: An Initial Registration Fee of \$150 is due upon acceptance into the program, which is applied toward your tuition. This fee is non-refundable.ⁱ

FINANCIAL AGREEMENT: You wish to enroll your child, _____, in the following preschool program at Bright Beginnings NYC (check which applies).

- Full Time (M, T, W, Th, F, 8:30 am – 5:30 pm)
- Part Time (M, T, W, Th, F)
 - Morning session (8:30 am – 12:00 pm)
 - Afternoon session (1:30 pm – 5:30 pm)ⁱⁱ

School Year:

The Bright Beginnings school year is split into three (3) trimesters and one summer session.

- Fall trimester: September, October, November
- Winter trimester: December, January, February
- Spring trimester: March, April, May
- Summer Session: June, July, August

Full Time Tuition:

Tuition for full time students is \$385 per week, not including the registration fee, and is payable as follows: (check program you wish to participate in)

- On a monthly basis, by check or money order in the amount of \$1,668.00;
- On a trimester/summer session basis, in order to receive a 3% discount. Tuition for each trimester, including the summer session, will be payable by check or money order in the amount of \$4,850; or

- On a yearly basis, in order to receive a 5% discount. Tuition for each year will be payable by check or money order in the amount of \$19,000.

Part Time Tuition:

Tuition for part-time students is \$225 per week, not including the registration fee, and is payable as follows: (check program you wish to participate in)

- On a monthly basis, by check or money order, in the amount of \$975.00;
- On a trimester/summer session basis, in order to receive a 3% discount. Tuition for each trimester, including the summer session, will be payable by check or money order in the amount of \$2,838.
- On a yearly basis, in order to receive a 5% discount. Tuition for each year will be payable by check or money order in the amount of \$11,115.

Tuition Rules:

1. **Tuition is due, in advance, on or before the first day of the first month corresponding to your payment program!**
2. If the child does not attend the full period for which tuition is paid, all monies already paid will be forfeited in full.
3. **ABSENTEE POLICY:** Full payment of tuition is required every month, whether or not the child attends preschool the full month. There is no absentee credit when school is missed because of holidays, vacations, illness or for any other reason. Half-day programs may not be switched from morning to afternoon due to the school's staffing ratios and schedules, unless a written Child Schedule Change Request is submitted and approved (please refer to our Schedule Change Policy below).
4. When a child is absent for more than two (2) weeks and the month's tuition has not been paid, the child will automatically be withdrawn from the preschool. Re-enrollment is subject to availability after the outstanding balance and the Initial Registration Fee are paid.
5. **WITHDRAWAL POLICY:** You must give a minimum of 30 days' written notice (30 calendar days) if you intend to withdraw your child from school (a Child Withdrawal Notice form is available online and in the office). Tuition will continue to be due for this notice period. Once notice of withdrawal is given, any remaining final balance is due and must be paid within three (3) days of submitting the withdrawal notice.
6. **SCHEDULE CHANGE POLICY:** Schedule changes are not guaranteed and are subject to availability. If you wish to change your child's schedule, you must give two weeks' written notice to the office (a Child Schedule Change Request form is available online and in the office).
7. **RETURNED PAYMENT POLICY:** A \$25 fee will be charged for any returned check. Any time there is a returned payment, a money order or cashier's check will be required as a replacement.

Parent Rules/Policies:

1. **LATE PICKUPS:** A courtesy call is appreciated if you know you will be late. Late fees will be immediately billed to your account. Exact time is determined by the clock in the office.
2. **Morning Program:** Program hours are 8:30 AM – 12:00 PM. You may not drop off your child prior to program start hours. If your child remains at school past 12:00 PM, you will be charged \$1 per minute, starting at 12:01 PM.
3. **Afternoon Program:** Program hours are 1:30 PM-5:30 PM. You may not drop off your child prior to program start hours. If your child remains at school past 5:30 PM, you will be charged \$1 per minute, starting at 5:31 PM.
4. **Full Time Program:** Program hours are 8:30 AM – 5:30 PM. You may not drop off your child prior to program start hours. If your child remains at school past 5:30 PM, you will be charged \$1 per minute, starting at 5:31 PM.
5. Note: If your child is left at school longer than 30 minutes past the scheduled closing time without contact to the school and the school has exhausted all emergency options from your emergency contact list, then the New York City Police Department will be contacted. At that time your child will be the responsibility of the NYC Police Department. You will still be responsible for late fees incurred.
6. **SCHOOL CLOSURES:** The school will observe national holidays, as listed on the current school calendar. The school will also be closed for certain mandatory staff training days, as listed on the current school calendar. Full tuition is due for your child for all months, including those with closures. There is no tuition credit for any program on days when the school is closed.
7. **MEDICAL CARE:** Your child may be treated by a physician for medical or surgical care in case of an emergency. Every reasonable effort will be made to contact you or your emergency contacts before such action is taken. In case of injury to your child requiring medical attention, your accident and hospitalization insurance/private payment will be used to pay any expenses connected with that injury.
8. You were required to attach a copy of your child's immunization card and health insurance information to the Bright Beginnings NYC Application. Upon admission into the Bright Beginnings NYC program, you are required to update (a) your child's immunization information regularly by bringing in the documentation filled out by your child's physician; and (b) your child's health insurance information.
9. **ACCESS OF RECORDS:** The school values privacy and wants to be sure that it protects information concerning families. School staff may access your child's records and health information for school purposes only, such as, but not limited to, instances where your child needs medical attention.
10. **FAMILY INFORMATION:** Occasionally, parents request contact information of other families to use for invitations or play dates. Your name, address, phone number or e-mail may be given to another parent.

You may check here to decline the sharing of this information:

11. **PHOTOGRAPHY POLICY:** Children may occasionally be photographed in their classroom or while on campus. These photos may be used in classroom activities, our newsletter, published on our website, or various other materials. You hereby grant, without limitation, permission for the use of any photographs of your child in any printed or online material for the school.

You may check here to decline the publication of your child's photograph:

12. **SCHOOL INITIATED WITHDRAWAL POLICY:** The school reserves the right to have any child removed from the program at any time without previous notice or a corrective program being required. Please refer to the Parent Handbook for further details.
13. **UPDATING OF EMERGENCY INFORMATION:** It is important that the school maintains current and accurate records for each child so that parents can be contacted in the event of an emergency. It is the responsibility of the parent(s) or legal guardian(s) to make sure that the school has current contact information. If there are any changes to this information, Bright Beginnings NYC must be notified promptly so that we can update our records.
14. You hereby release from all liability and agree to indemnify Bright Beginnings NYC LLC, and any and all past, present and future owners, employees, former employees, independent contractors, affiliates, investors, attorneys, representatives, successors, assigns, agents, and partnerships associated with them, from any and all liability, claims, demands, actions, rights, judgments, controversies, damages, losses, suits, attorney's fees, costs, expenses and causes of action of any kind in law, in equity, or otherwise, whether presently in existence or which may hereafter accrue, be asserted and/or held by any applicant, prospective or present student, and his/her present and future family members, representatives, successors or assigns, for any injury, illness, or damage resulting from your child's enrollment in Bright Beginnings NYC.
15. You have read and agree to these policies. You will keep in your possession a copy of this Admission Agreement, the Parent Handbook, and all other policies and agreements. As specified in the Parent Handbook, all policies and fees may be revised with 30 days' posted notice.

[SIGNATURE REQUIRED ON NEXT PAGE]

Parent's Name _____

Signature _____ Date ____/____/____

ⁱ The registration fee is waived for residents of South Bridge Towers upon proof of residency for the child and his/her parent(s) or legal guardian. This fee is also waived for all incoming students whose sibling(s) attended Bright Beginnings NYC.

ⁱⁱ Please note that we are currently in the process of amending our Certificate of Occupancy to enable us to use not only our classroom space on the first floor, but also the even larger space located downstairs as an indoor play area and additional classroom. Until we obtain a permit to use the downstairs area, we will only be able to offer a morning session half-day program in addition to our full day program, based on availability.