

# SHARON ACADEMY

Where learning is **FUN**damental

## Enrollment Agreement

This Enrollment Agreement, effective the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, is between Sharon Academy, LLC ("School"), located at 5301 Sharon Road, Charlotte, NC 28210 and \_\_\_\_\_ ("Parents") of \_\_\_\_\_ (Child's Name). The location for enrollment acceptance is Sharon Campus / Wedgewood Campus. (Circle One and "X" out the other)

1. The School's non-refundable enrollment fee of \$150.00 shall be paid at the time of initial application. This fee is not to be credited towards tuition or child care payments.
2. The School Enrollment Agreement period is for a one year commitment from the Parents for the school year from September 1<sup>st</sup> through August 31<sup>st</sup> the following year, with automatic renewal each August 1<sup>st</sup> until such time as the child moves on to Kindergarten or the School is notified the child is leaving the Sharon Academy program (per paragraph 3 below).
3. The School offers both monthly and weekly tuition options. Monthly tuition is due on or before the 1<sup>st</sup> of each month. A \$30.00 late fee shall be charged for any monthly tuition payments received after the 1<sup>st</sup> of the month. If the 1<sup>st</sup> of the month falls on Saturday or Sunday, the tuition is due the Friday before. Weekly tuition is due on or before the Friday preceding the week of attendance. A \$15.00 late fee shall be charged for any weekly tuition payments received after the preceding Friday of attendance. Children may not be in attendance while there is an outstanding balance. If monthly tuition fees (including any applicable late fees) are not received at the School by the 7<sup>th</sup> of the month or if the weekly tuition fees are not received by the end of the current attendance week, the child will not be readmitted to the program. A \$35.00 fee will be charged for any check or automatic check draft that cannot be paid for any reason. If the School is compelled to take legal action to collect unpaid tuition, Parents agree to pay the School's reasonable attorneys' fees and costs incurred. Credit card and debit card payments will be charged an additional processing fee equal to the current average processing fee being paid by the School. The current rates being charged are available from the Director. Withdrawal from the School requires a 30 day advance written notice prior to being released from the monthly obligation for your child's tuition.
4. Any second child in the same family will receive a 5% discount on the lower of the tuitions.
5. Tuition fees are non-refundable regardless of holidays, illness, termination of enrollment, inclement weather days, "Acts of God," closure for the health and safety of the children enrolled in the School or for any reason determined appropriate based upon the sole discretion of the School. The School will make reasonable efforts to open in inclement weather, however, the School may choose to close

in order to ensure the safety of both our staff and families. Parents should call the School voicemail regarding closings or look for closing information on local television stations.

6. Holidays are special and celebrated at Sharon Academy. The School will be closed for the following holidays each year:
  - New Year's Day
  - Martin Luther King Day
  - President's Day (Professional Development Day)
  - Good Friday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Beginning of School Year Professional Development Day
  - Thanksgiving Holidays (Thursday/Friday)
  - Christmas Holidays (Christmas Day plus two days - three days total, dates vary)
7. The School will be open from 7:00 a.m. until 6:00 p.m., Monday through Friday. Our teachers have families too, so parents will need to pick up their children on time or be charged a late pick-up fee of \$25.00 for any portion of the first 15 minutes and then an additional \$5.00 for every five minute period thereafter. Late pick-up fees are due immediately. Parents who are habitually late picking up their child will be notified that this is cause for dismissal from the School.
8. Families who are placed on the Sharon Academy Waiting List, will be notified of their child's acceptance into the program as positions become available. (See Waiting List Policy for more details.) A non-refundable deposit of one month's tuition is due upon acceptance and prior to your child's enrollment. If the deposit is not paid, then your child's acceptance is not guaranteed. The deposit will be applied to the first month's tuition. Parents choosing to reserve an enrollment position prior to the actual start date of their child's enrollment will be required to pay the monthly enrollment tuition in order to maintain their child's placement.
9. The School reserves the right to deny, cancel, sever or suspend a child's enrollment at any time if the School, in its sole discretion, deems such action to be in the best interest of the child or the School. In such an event, all unused tuitions will be reimbursed.
10. Children who are not feeling well should not be in school. If your child becomes ill while attending school, you will be notified to pick up your child immediately and they will be taken to our health room while awaiting your arrival. Children with a fever of over 100 degrees must be fever free for over 24 hours (without fever suppressants) before returning. Children who exhibit symptoms of any contagious disease may be required to have a medical release prior to being readmitted to the School program.
11. Sharon Academy has the best teachers and staff. We welcome your support in maintaining our quality staff by not making any offer of employment to any current employee of the School or for a period

of at least six months after they leave employment. If the parents wish to hire a current or former employee, the School shall be compensated with a placement fee of \$4,000 at time of hiring.

12. Parents agree to not engage the staff of the School for any outside child care services or babysitting services apart from the School's program without previous notification and consent by the School for such services. Parents accept full responsibility for any School staff retained independent of the services provided by the School and will hereby and forever release and hold the School harmless for any claims, demands, actions and all liabilities that may incur while the staff is hired by the Parents.

The undersigned Parents have received an executed copy of this Enrollment Agreement. Parents further acknowledge that this Enrollment Agreement is by and between Parents and Sharon Academy, LLC. The undersigned Parents understand the terms of this Enrollment Agreement and agree to be bound by them.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sharon Academy, LLC

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

Registration Fee Amount Paid \_\_\_\_\_

Date \_\_\_\_\_

Desired Enrollment Date \_\_\_\_\_

Program Desired \_\_\_\_\_

Current Monthly Tuition \_\_\_\_\_

Copy provided to Parent as a receipt \_\_\_\_\_