

# 2023-2024 School Year Contract

As a parent of a child in the Minnesota State University Early Education Center, I understand that:

1. A two week written notice of withdrawal is required. Tuition will be charged through that period.
2. Upon discretion of the program director, it may be determined that the needs of a student may be beyond the program's service delivery capacity. In such a situation the parents will be given a three week notice that the child is being withdrawn. The parent/s may choose to have their child leave before the end of that period. Tuition will be charged through the child's last day of attendance.
3. There will be no tuition refund if a child is absent. Based on my community or MSUM status and my child's age I agree to pay: \$\_\_\_\_\_ per month. This includes the months of August and December when the Center is open fewer days than other months.
4. The following forms must be filled out and returned before the child is admitted: the health physical and immunization record, contract, enrollment form, registration form, permission card, dental and medical insurance information cards, and child nutrition form/s.
5. If parents are late to pick up their child/children, they will be assessed a minimum of a \$5 fee plus a \$1 per minute, per child for each minute past the 5:30 PM closing time. If parents are later more than once, this fee may be increased or assessed on an individual basis.
6. Parents are responsible for signing their child in and out each day. If a child is not signed in or out more than once in the monthly timeframe families will be charged a \$5 fee per occurrence.
7. As an adjunct of Minnesota State University Moorhead, the Center is not allowed by regulation to carry liability or accident insurance. Each family must make its own arrangements for insurance.
8. Appropriate immunizations must have been completed before enrollment in the Center.
9. Parents are responsible to leave a class or work schedule with the Center so that they can be reached if their child becomes ill. The Center has no facilities to care for sick children. Parents should make plans to care for their children who are ill away from the Center.
10. Fees for each month are billed on the first of the month and are due by the 20th of that month. To protect those on the waiting list and to assure the continued operation of the program, those children whose fees are not paid may be dropped at the end of the month.
11. I have read, understand, and agree to all the terms of the parent handbook.

Name/s of children enrolled:

_____	_____
last name	first name
_____	_____
last name	first name
_____	_____
last name	first name

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*BOTH parents must sign if you are a two parent family. Thank you!*

**PLEASE RETURN ONE COPY OF THIS CONTRACT TO THE CENTER.  
THE OTHER COPY IS FOR YOUR REFERENCE.**  
MSUM Early Education Center  
80 Lommen Hall, MSUM  
Moorhead, MN, 56563

For questions or more information  
about the Early Education Center  
please contact:

Lacey Hoppe  
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218.477.2214  
mnstate.edu/childcare

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