



## BMH-BJ Nursery Policies & Commitment Form

**Child's Name** (if not known, "Baby" + Last Name) \_\_\_\_\_

**Birthday** (anticipated) \_\_\_\_\_

**Nursery START Date** \_\_\_\_\_

**Desired Schedule** \_\_\_\_\_

We look forward to welcoming your family to BMH-BJ Preschool. We are confident your baby will have a nurturing home away from home in our nursery and your baby will benefit from our loving environment. Please initial each line and sign the bottom of the form.

\_\_\_\_\_ **1. Deposit:** In order to hold a spot for your child in our nursery, you will be charged a non-refundable *\$175 Registration Fee* and a *\$475 Holding Fee* totaling \$650. Until this fee is paid, we cannot hold your spot.

\_\_\_\_\_ **2. Schedule:** Most babies in our nursery come five days a week. As a premier nursery in Denver, we typically have a waitlist for full-time care. Part time schedules are also an option; you can do a MWF or a Tu/Th schedule as well. The nursery hours are 7am-6pm M-Th and 7am-4pm Fridays.

\_\_\_\_\_ **3. Tuition:** Upon registration, a Tuition Express account will be created using your CC or Bank ACH to process tuition automatically. You will be responsible for monthly payments beginning the month you've requested. Families can choose to be billed on the 15<sup>th</sup> or 25<sup>th</sup> of the month.

\_\_\_\_\_ **4. Changes in START date or Nursery Cancellation:** We realize your plans might change once your little one arrives. I.e. family may step in to help, your job might change, you need to start later than anticipated, etc. Please recognize when we hold a spot for your baby, other families cannot use our services. If you cancel your spot less than 3 months to your start date, you will be charged a full month of tuition through your Tuition Express account. If you defer your start date, you will be charged \$250 per week until your baby starts.

\_\_\_\_\_ **5. Transitioning from Nursery:** When your child is *around* 12 months, your child will move to a One Year Old classroom. At this time, we ask that you come to the office to discuss new schedules and discuss what this transition entails. Your tuition rates will reflect your new classroom and schedule.

**Parent Name** \_\_\_\_\_

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