



**Bright Horizons Technology Childcare Centers
ENROLLMENT AND TUITION CONTRACT
September 1, 2016 – August 31, 2017**

A. MIT Affiliation

I acknowledge that the space offered to me for child care services at MIT's Technology Childcare Centers (TCC) has been offered based on the information I provided on my application, including information about my family's MIT affiliation. I have reviewed MIT's enrollment priority policy and understand that TCC enrollment is offered on a priority basis and that a change in my affiliation can impact eligibility for ongoing enrollment. Furthermore, I confirm that, to the best of my knowledge, my MIT affiliation and/or my partner's MIT affiliation at the time of my child's enrollment under this Contract is as follows. (Please select the appropriate affiliation from the list).

Affiliations:

Parent/Guardian 1 (print name): _____ MIT ID Number, if any _____

Parent/Guardian 2 (print name): _____ MIT ID Number, if any _____

Please check the appropriate affiliation for each parent/guardian:

1	2	
<input type="checkbox"/>	<input type="checkbox"/>	Benefits-eligible MIT employee
<input type="checkbox"/>	<input type="checkbox"/>	MIT student enrolled in a degree program Anticipated graduation date: _____
<input type="checkbox"/>	<input type="checkbox"/>	MIT postdoctoral fellow or associate
<input type="checkbox"/>	<input type="checkbox"/>	Employee of the Howard Hughes Medical Institute at MIT
<input type="checkbox"/>	<input type="checkbox"/>	Visiting faculty, engineer, scholar, or scientist (please specify) _____
<input type="checkbox"/>	<input type="checkbox"/>	Employee of on-site contracted vendor (non-MIT tuition rates apply)
<input type="checkbox"/>	<input type="checkbox"/>	Whitehead Institute staff (non-MIT tuition rates apply)
<input type="checkbox"/>	<input type="checkbox"/>	Broad Institute staff (non-MIT tuition rates apply)
<input type="checkbox"/>	<input type="checkbox"/>	Draper Laboratory staff (non-MIT tuition rates apply)
<input type="checkbox"/>	<input type="checkbox"/>	None

Do you expect to withdraw from TCC before August 31, 2017? **Yes No** If yes, approximately which month? _____. Please note, we request this information to help us plan for transitions of children from younger classrooms to older classrooms. We will look at this as an estimate only, not a contractual obligation. If you do decide to withdraw from TCC this year, you will still be required to submit 60-day written notice (see Section D).

B. Program and Schedule:

Bright Horizons agrees to enroll (child's name) _____ from September 1, 2016 – August 31, 2017 for the following location, schedule and monthly tuition (for this section indicate your CURRENT age group and schedule):

Location: TCC Eastgate TCC Stata TCC Koch

Infant Schedule: Infant 5 Day \$2,627 Infant 3 Day \$1,841 Infant 2 Day \$1,314

Toddler Schedule: Toddler 5 Day \$2,202 Toddler 3 Day \$1,540 Toddler 2 Day \$1,104

Preschool Schedule: Preschool 5 Day \$1,863 Preschool 3 Day \$1,303 Preschool 2 Day \$932

Normal operating hours for TCC are Monday through Friday from 8:00 AM to 6:00 PM, excluding posted MIT Holidays and Institute-wide special closings. The closing schedule is set and posted annually, but may be changed at any time in accordance with last minute Institute closings and certain unanticipated or scheduled maintenance or renovations. The Center will close if severe weather or other conditions prevent operation. Information regarding unexpected closings will be posted on the notice board, and parents will be notified as soon as possible by email and phone should early pick-up be required. It is the parent's responsibility to make arrangements for their child's pick up. Whenever possible, closings due to scheduled maintenance, renovations, or relocation of the Center will be limited to one time annually, and shall not, exceed five (5) consecutive days per calendar year. No tuition credit will be given for unexpected closings or closings due to scheduled maintenance of or renovations to the Center.

C. Change of Schedule

It may be possible to make schedule changes depending upon time slot availability. However, once a child's schedule is changed, Bright Horizons cannot guarantee that the original schedule will be available in the future.

All families are required to give 60-day notice in writing when requesting a change in a child's schedule to another available timeslot. If a schedule reduction is approved, the tuition will be reduced to the new tuition rate 30 days after the center approval. Without 60-day notice, a family will be charged for any additional time the part-time spot remains vacant up to 60 days. The number of part-time schedules offered in the center is subject to limitation at any time by Technology Childcare Centers.

Enrolled children moving up from younger classrooms have priority over children of families seeking schedule changes.

D. Withdrawal from the Center

A minimum of 60 days of written notice is required to withdraw from TCC. Without 60-day notice, a family will be charged for any additional time that their child's slot remains vacant, up to 60 days. A slot is considered 'filled' when a new child's family begins paying tuition.

E. Loss of Affiliation

If a family loses MIT affiliation, the family has 30 days from the date of loss to find alternate care.

F. Tuition and Payments

I understand that tuition shown on page 1 is due on the first of each month. I also understand that there is no reduction in tuition for absences or holidays. I understand that tuition is paid by means of a monthly debit from my checking or savings account. A \$25.00 fee will be charged for a payment returned for insufficient funds. Families will be notified of any changes in tuition at least 30 days in advance.

In order to hold my child's place at the Center, I understand that I must pay tuition regardless of absence for any reason, including illness or vacations. I understand that individual arrangements between families to allow one child the use of another child's scheduled hours in the Center are not permitted.

Special programs or field trips may be offered. This may result in an additional fee due before the day of the event. Notices will be posted in advance. A permission slip, signed by a parent or guardian, will be required for a child to participate in a field trip.

G. Pick-up

A child will only be released to those persons listed on the Child Release form and those parent(s)/legal guardian(s) who have signed that form. Emergencies may prevent pick-up; therefore, the pick-up list must include at least one additional individual authorized to pick-up who is not a parent or guardian. If a person who is not identified on the Child Release Form is needed to pick up, a parent must notify the Center management in advance, in writing. A child will not be released without a parent's prior written authorization. Late pickup is not a normal program option. A late pick-up fee

of \$1.00 per child per minute is payable for each minute a child remains after closing (6:00 PM). This fee is subject to change.

H. Enrollment Confirmation

Following receipt of my signed *Enrollment and Tuition Contract* and my deposit, Bright Horizons will confirm my child's enrollment by signing and returning a copy of the Contract to me.

I. Acceptance by Bright Horizons; Right to Terminate Contract

I understand and agree that:

1. This Contract may not be inclusive and is subject to change in whole or part by Bright Horizons at any time.
2. This Contract is not binding until accepted by Bright Horizons and signed by the Enrollment Coordinator, Director or Regional Manager.
3. Bright Horizons reserves the right to terminate this Contract, as follows:
 - (a) consistent with the policies and procedures set forth in the *Bright Horizons Family Guide* and
 - (b) if my MIT affiliation is not as listed above;
 - (c) if my MIT affiliation changes, once enrolled.

I/We, the undersigned, parent(s)/guardians of the above-named child, have read, understand, and agree to the above Enrollment and Tuition Contract and Parent Participation Guidelines.

Signature of Parent/Guardian 1: _____

Date: _____

Print Name: _____

Signature of Parent/Guardian 2: _____

Date: _____

Print Name: _____

Agreed and Accepted:

Signature of Bright Horizons Enrollment Coordinator, Director or Regional Manager: _____

Date: _____

*Technology Childcare Centers at the Massachusetts Institute of Technology
are managed by **Bright Horizons Family Solutions.***