



ENROLLMENT AGREEMENT

Name of Child: _____ Date to begin: _____

Child's Date of Birth: _____ Age: _____

- Program:**
- Toddler (1.0 yrs +)
 - Preschool (3.0 yrs +)
 - Pre-K(3.5 yrs +)
 - Jr.-K(4 yrs +)

- Hours:**
- AM Half day: 9am – 12pm
 - PM Half day: 12 pm – 3 pm
 - Full Day: 9am – 3pm

Days to Attend: M - F MWF T/TH Other: _____

Extended Care is available from 7:30 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m. discounted monthly rates available, or drop in Care for \$20/hour. See Schedule of Fees for more details.

- Extended Care will be needed daily AM Arrival Time _____ PM Pick Up Time _____
- Extended Care will be needed occasionally – To arrange in advance.

Name of Person Responsible for Payment. (must sign separate financial agreement):

Name _____ Email: _____
 Address _____ Zip _____
 Phone (s) _____

Payment Plan Options (Annual Tuition divided into equal payments): All tuitions are paid in advance of the attendance i.e. Aug. is for Sept, Mar. is for Apr. _

- Annual = Due August
- Semi-Annual = Due Aug. and Jan.
- Quarterly = Due each month:
July, October, January, and March
- 10 Month = Due each month: Aug. – May
- 11 Month = Due each month: Jul. – May
- Pro-Rate = PARTIAL YEAR Payment Plan

\$ Per Day: _____ x #of Days Remaining in year _____ = Tuition Due _____

Due now upon enrollment (List all fees): _____

Due each month: List the Months to pay installment amount: _____

Remaining or Annual Tuition = _____ # of Months to pay = _____
Tuition Installment Amount = _____

I have read and understood and agree to abide by BROOKFIELD'S Policies, Schedule of Fees and Calendar. I agree to pay prior to the attendance the tuition fees as published. (Tuition fees subject to change with prior notice.) I understand that my child will not be able to attend school if all fees are not paid in a timely manner. 30 Day notice is required for withdrawl.

Date: _____ Parent/Guardian Signature _____

Administrator Initials _____	Date _____
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TLC Family Financial/Behavior Agreement

For Family of Student(s) _____

Brookfield The Little Campus (hereafter referred to as “Brookfield”) welcomes all families. Brookfield is a private independent school. Parent and or Guardian are hereafter referred to as “Parent”.

1. If accepted for admission, and with payment of application and enrollment fees, please enroll the above-named Student(s) at Brookfield subject to rules, regulations, conditions, traditions and financial terms in Student and/or Parent Handbook, Calendar, Fee Schedule, and Admissions/Placement policies (collectively, “The Handbook”) which are an acknowledged part hereof. This agreement is in effect for family and students enrolled at Brookfield until a new agreement is signed.
2. The application fee applies to all new applicants and is non-refundable.
3. **Tuition obligations are non-refundable.** Parents understand and agree that the Student is enrolled for the entire school year. If thereafter the Student is withdrawn, absent, or expelled, the School will not refund any amounts paid, and the Parent remains responsible for the entire year’s tuition and fees unless written notice is received. The Student is expected to participate actively in all aspects of school life. If, in the sole discretion of the Administration, the Student persistently is absent from classes, neglects work, fails to meet academic standards, exercises poor citizenship, or fails to cooperate, the Student may be asked to withdraw from the School.
4. Written notice of withdrawal must be received at least 30 days in advance. Tuition refund is prorated based on 30 calendar days from written notice. Main Campus and Middle School students are obligated for the entire year.
5. Tuition applies to the 180-day school year. Specialty programs, e.g. summer school, vacation camps, extended care, etc. occur outside the 180 days and are not included in tuition. The number of school days per month and monthly payment do not always correspond, and holidays are not used in calculating tuition payments. A full tuition payment is due in December and may be due in June despite the fewer number of class days in these months.
6. Tuition is prorated for midyear enrollment. This typically requires a payment in June. Tuition adjustments are calculated using the daily rate and number of days enrolled.
7. **Tuition Deposit** is applied toward tuition evenly over the school year based on the payment plan chosen. The Tuition Deposit is non-transferable and non-refundable.
8. Tuition payment options are available based on one, two, four, ten, or eleven payments per year. Tuition payments are calculated by dividing total tuition strictly by the number of payments selected. Tuition is due on the first of the month. Administrative fees are due on payment plans that are not annual or semi-annual.
9. Visa and MasterCard are accepted; a transaction fee is added.

Parent Initials _____

Mail or email completed financial agreement with application and enrollment fee to Admission Office, Brookfield School, 6800 S. McCarran Blvd. Reno, Nevada 89509-6104. Brookfield TLC, 185 Redfield Parkway, Reno, Nevada 89509. For additional information and appointments, please contact the school at (775) 825-3003, FAX (775) 825-3463 or email: brookfield@gbis.com. Revised 1/15/16



Brookfield School The Little Campus

Email: Brookfield@gbis.com Web: www.BrookfieldSchool.com

10. All students are expected to leave campus immediately after class or school-sponsored activities. Brookfield offers appropriate supervision on campus before and after school for an additional fee.
11. A sibling discount is applied for full-time students only. Discounts apply to lowest tuition amount with more than one child enrolled. There is no discount for part-time TLC students.
12. Unless written agreement is made, a student may be asked not to attend class until tuition is paid.
13. A late fee is charged on any unpaid balance on the 10th of the month or for returned checks. Past due accounts accrue interest at 24% per annum.
14. Tuition is not reduced for absence, illness, voluntary or involuntary withdrawal or expulsion; and deductions. Refunds and make-up days are not given for any absences.
15. Brookfield may contact schools and other sources for information to support a student's application. All information and evaluation materials are confidential and are not provided to family members. No person or institution shall be liable in any way for providing such information.
16. A positive relationship between Brookfield, the student, and parent is essential. As an invitational school, Brookfield may dismiss or refuse enrollment to a student if the student or parents disrupt the education process or jeopardize the learning environment. For any reason, not prohibited by law and at the administration's discretion, disciplinary action including suspension or dismissal may occur. This may include conduct in violation of The Handbook, detrimental to the student, disruptive to other students, or unacceptable academic performance.
17. Brookfield's administration and teachers are not able to identify learning disabilities, developmental delays, or academic challenges. Brookfield makes every effort to accommodate individual needs; however it is impossible to deal with all problems and the school cannot compromise standards to the detriment of the student body. Therefore all students are probationary. Students may be asked to leave Brookfield at any time. Younger students are working toward toilet-independence; however, repetitive "accidents" may delay promotion.
18. Before attending the first day of class, students must have on file specific records (immunization, physical, emergency contacts, and Birth Certificate) to comply with local and state regulations.
19. Class size and teacher-pupil ratio may vary.
20. A change fee applies to all parent-requested schedule changes in attendance after July 1st.
21. Annual enrollment will begin each winter/spring for the coming school year and is based on progress, behaviors, parental support, and prompt application. Priority goes to qualified returning students and their siblings whose accounts are current. Available space is then offered to qualified students. Student admission is determined by administration each year. Placement for next year may not be made without successful completion of the current year.
22. Grade/classroom placement and any academic placement is governed by Brookfield and may change as determined by Administration. It is not a part of this or subsequent agreements.

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23. If attorney services for enforcement and/or collection are initiated, the undersigned shall pay all costs and fees.
24. Brookfield is not responsible for loss or damage of personal belongings.
25. Students' photographs and information may be used in school publications and web site without compensation or fee.
26. If Brookfield determines a child needs emergency care or treatment, medical or otherwise, Brookfield may furnish oral or written consent for said treatment or emergency care without subsequent liability as such should be given as soon as possible. All expenses incurred by Brookfield in providing such emergency care or treatment shall be the sole responsibility of the parents.
27. All Campuses are typically closed the last two weeks of August; see the school calendar.
28. Brookfield welcomes all families regardless of race, color, religion, gender, age, disability, sexual orientation, gender identity, or national origin.
29. Invitation for Admissions does not guarantee availability, placement or continued enrollment.

Parents and students agree to abide by Brookfield Behavior Standards and understand that violation may result in suspension or expulsion. An exemplary learning environment requires the full support of parents and students; therefore you must agree to abide by this document prior to signing below. Parents agree to pay all tuition and fees each school year.

- I agree to fully abide by the Policy Agreement, Parent/Student Handbook, and behavior standards.
- I recognize the authority of the teacher and director regarding curriculum, methodology, assessment, and homework.
- I will take an active role in my child's education by daily reviewing homework, supporting school functions, and communicating with teachers.
- I will handle misunderstandings respectfully and directly with teachers and administration. It is my responsibility to inform Brookfield staff of misunderstandings so the relationship between school and home remains strong.
- I support Brookfield School with discipline and behavior standards the teacher designates.
- I understand that my child's continued attendance is contingent upon academic performance and behavior and by my abiding by Brookfield policies.

Date	Mother (or legal guardian)	Father (or legal guardian)	Responsible Party
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