

# Holding Deposit Agreement

## For Registration in Kelly's Day Care

10175 Woodrose Lane Highlands Ranch, CO 80129 (303) 242-7871

Hours of Operation: Monday-Thursday, 8am to 5pm

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

I agree to pay a holding deposit fee of \$ \_\_\_\_\_ to reserve a spot for my child or children in Kelly's Day Care. Checks will be deposited immediately. Fees are due upon receipt.

This holding deposit fee will save the spots in the day care while all necessary paperwork required for my child or children to attend the day care is being completed. The spots are not guaranteed until all paperwork is turned in and approved prior to the expected date of enrollment.

If you fail to turn in all necessary paperwork prior to the expected date of enrollment, your holding deposit will be forfeited, and the spots will be released.

**I fully understand that if for any reason I cancel prior to my child/children receiving care, the holding deposit fee is non-refundable.**  
If I choose to cancel day care during the trial period, the holding deposit fee will be refunded within 21 business days of cancellation minus any unpaid balance on the account and an administrative fee of \$150.00. Any processing fees paid by the parent/guardian will not be refunded by the day care or the payment processor. If you prefer a check, please notify the day care with your cancellation. You will still be required to pay for the days your child/children were in care.

Trial Period: The trial period is 2 weeks (14 days from the date of enrollment). It is especially important that my day care is a good fit for your child, current children in care, our family, and our prep for school program. Please refer to the policy and procedures for further details.

At the time you will no longer require my day care services, the holding deposit fee will be used towards your child/children's last 2 weeks of care or

any unpaid balance on the account. A 30-day written notice is required at end of care.

- Youngest age accepted into the program: 2 years old
- Oldest age accepted into the program: until eligible for kindergarten
- Children must be fully immunized or have a medical exemption to be eligible for this program.
- We are a pet friendly home and currently have 2 dogs and fish. If your child is allergic to animals, please make sure you discuss this with his/her pediatrician and/or allergist before moving forward with this agreement.

Please sign below, agreeing to the above terms and conditions for Kelly's Day Care Holding Deposit Agreement.

X \_\_\_\_\_  
Parent/Guardian Signature

Parent/Guardian Name

X \_\_\_\_\_  
Parent/Guardian Signature

Parent/Guardian Name

Address:

Home Number: \_\_\_\_\_  
Cell Number 1: \_\_\_\_\_  
Cell Number 2: \_\_\_\_\_

X \_\_\_\_\_  
Care Provider Signature

Paid by:

Check Amount \$ \_\_\_\_\_ Check Number \_\_\_\_\_  
Cash Amount \$ \_\_\_\_\_

Brightwheel Amount \$\_\_\_\_\_ (online payment) Please pay once  
invoice is received.