**MSH 507 LLC Admissions Agreement**

This agreement is between MSH 507 LLC and the parents or guardians of the child named below (the “Agreement”).

Child's Name: Age: \_\_\_\_\_\_\_ Birth date: \_\_\_\_\_\_\_\_\_\_\_

Parents’ or Guardians’ Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: State: Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is agreed that that the above named child shall be in the care of MSH 507 LLC on the below days and times:

**Full-time**: Monday to Friday (except holidays) from 8 am to 6:00 pm starting on September 3, 2024.

Any change to the above Agreement must be in writing and agreed to by the director of MSH 507 LLC.

**Tuition Fee: The total payment due at the signing of this Agreement, but not later than October 21st, 2024 is $6,170.00 The total payment consists of the first month’s tuition in the amount of $2,960, a refundable deposit in the amount of $2,960.00 and the annual supplies fee in the amount of $250.00.  The $2,960.00 deposit is refundable (with 30 days’ advance written notice to MSH 507 LLC and can be applied towards the last month’s tuition at MSH 507 LLC.**

**Annual Supplies Fee: $250**

The above named child’s place in MSH 507 LLC will be fully secured when this Agreement and the applicable fees have been received by MSH 507 LLC.

Tuition is subject to an annual increase.

**Application Fee:**

There is a $100 application fee for each child. (PAID)

**Forms:**

In accordance with New York State law, MSH 507 LLC must have the following forms completed before a child can attend:

1. Fully executed Agreement

2. Emergency Contact

3. Copy of your child’s Birth Certificate

4. Child Health Physical and Immunization Records.

5. Waiver of Liability Relating to Coronavirus/COVID-19 & Questionnaire

**Payments:**

Tuition fee payments are due on or before the 1st of each month.

Payments can be made in the form of check or money order.

Checks shall be made payable to MSH 507 LLC.

**Late Payments:**

There will be a $5.00 per day late fee for each day after the 5th of the month that payment is not received.

If any check is returned, there will be a returned check fee in the amount assessed by the bank for

MSH 507 LLC.

**Leaving MSH 507 LLC:**

When it is time for your child to move on to the next school, a thirty (30) advance written notice to

MSH 507 LLC is required. The security deposit will then be applied towards your child’s last month at MSH 507 LLC.

**Late Pickups:**

You agree to pay a late pick-up fee to MSH 507 LLC if your child is picked-up more than 15 minutes after the child’s scheduled release time. The late pick-up fee is $50 each 15 minute interval.

MSH 507 LLC will contact the people on the child’s emergency card when the child has not been picked-up after 30 minutes of the child’s scheduled release time.

If you know you are going to be late, please call MSH 507 LLC, so that we can comfort your child and know what to expect.

**Non-Solicitation of MSH Employees:**

As part of this agreement the parent understands and agrees that solicitation of MSH employees is strictly prohibited during the term of the agreement and six months after. Any violation of the same can result in a penalty of up to $5000.

**Signing in & Out:**

All children must be signed in and out daily with a full signature of an authorized adult.

When signing a child in, the parent/guardian will provide a written statement indicating who will pick up the child if it is anyone other than the designated parent/guardian. A child will only be released to those listed on the emergency form. If there is a change in pick-up during the day, please call the director or associate director to let them know.

**Signing of this Agreement:**

All parents and guardians maintaining legal custody of or having financial responsibility for above listed child must sign this agreement.

I have read, understand and agree to abide by all or the above policies and conditions.

Parent/Guardian

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_

MSH 507 LLC

Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_

***MSH 507 LLC***

***507 W 28th street***

***NY, NY 10001***

***info@mshnyc.com***

***212-879-3495***