



**Enrollment Agreement: 2016 - 2017**  
**Apple Child Care Center**  
**For Children Ages 2-Months through 5-Years of Age**

- Parent / Guardian  
 School Office

Child's Name (print): \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Parent's Name (1): \_\_\_\_\_ Parent's Name (2): \_\_\_\_\_

New Agreement  Renewal Agreement Start Date: \_\_\_\_\_ email: \_\_\_\_\_

Your Child's Schedule	Days Attending (check)	Drop-Off Time	Pick-Up Time
	<input type="checkbox"/> Monday		
	<input type="checkbox"/> Tuesday		
	<input type="checkbox"/> Wednesday		
	<input type="checkbox"/> Thursday		
	<input type="checkbox"/> Friday		

Initial: \_\_\_\_\_

*I will advise of changes to my schedule in writing.*

**a) Tuition Agreements:** (Please refer to the Parent Handbook for more detailed information)

- I agree to pay tuition effective with my enrollment date in the amount of \$ \_\_\_\_\_ per week, due each **Monday** or **the first day of the week** that my child attends. If my schedule changes, I will advise the director and school office in writing.
- If I participate in CCIS subsidy and have a copayment, I agree to make the copayment weekly to Apple Child Care Center in the amount as determined by my subsidy agreement with CCIS. Late payment penalties may apply.
- For NEW enrollments (private pay and CCIS subsidy), I agree to a one-time registration fee of \$85.00. It is non-refundable and payable at the time of pre-enrollment.
- Late payment penalty: a late payment fee of \$5.00 per day may be assessed if tuition is not paid weekly, unless there is a written agreement signed by the director.
- Apple Child Care Center closes at 6 p.m. I agree to pay the on-duty staff a late pickup fee of \$1.00 per minute past the designated closing time, and the fee is due at the time of pickup.
- A returned check from the bank is assessed a fee of \$25.00 for processing. If two checks are returned from the bank, future tuition is payable by credit or debit card, cash or a money order.
- No refunds** will be made for days missed due to: a) your child's illness or vacation; b) a snow closure or other adverse condition beyond our control; c) a designated holiday (see list); or d) a closure due to a Staff Professional Development Day (needed to maintain our school's certification with Keystone STARS-3). Tuition is calculated on a 52-week yearly basis and payable weekly regardless of any missed days.
- If tuition is not paid in full and subsequently sent to collection, additional fees may be assessed for processing.

**b) Closures:** Apple Child Care Center will be closed on the following dates (effective July 2016 to June 2017)

Holiday Closures:			Early Dismissal:
Independence Day	Monday	July 4, 2016	Thanksgiving Evening Wednesday December 23, 2015 230 p.m. Early Dismissal
Labor Day	Monday	September 5, 2016	
Thanksgiving Day	Thursday	November 24, 2016	
Christmas Day	Monday	December 26, 2016	
New Year's Day	Friday	January 2, 2017	
Memorial Day	Monday	May 29, 2017	

**c) Winter Snow Days:** Apple Child Care Center will close if Philadelphia public schools close due to severe storm weather conditions. Tuition is structured to compensate for holidays and snow days, and therefore tuition credit is **NOT** provided. Children enrolled on a part-week basis may not switch days without the consent of the director.

**d) Health Assessment:** Pennsylvania law requires each child to be examined by a licensed physician. A completed child **Health Assessment** form, signed and dated by the pediatrician, must be provided to Apple Child Care Center **within 30 days following the child's initial enrollment date** and also at periodic age milestones. See Parent Handbook for more information.

**e) Illness:** Any child with vomiting, diarrhea or an auxiliary fever of 100 degrees either alone or in combination with other symptoms including sore throat cannot be brought to the center. If your child develops these symptoms while at the center, you

will be contacted and asked to pick up your child as soon as possible. A sick child may not return to the center until 24 hours after the signs and symptoms have subsided, the fever is gone and treatment has begun. If a child shows symptoms of a suspicious rash, sores, purulent eye discharge, a physician must verify the diagnosis and begin appropriate treatment. Written documentation must be provided from the pediatrician concerning the wellness of the child prior to returning to the center.

**f) Medication:** if a parent requests that the Center administer medication to their child, an authorization form must be completed, and we may also require a note from the pediatrician. Please review the Parent Handbook and refer questions to the director.

**g) Withdrawal**

- a) A two-week advance written notice to the director of Apple Child Care Center is required when a child is withdrawn from the center. Two weeks tuition will be charged from the day that the written notice is given.
- b) A child may be dismissed from the center if the director determines that the child cannot adjust to the program and after a discussion with the parent regarding the ability of the child to participate.
- c) A child may also be dismissed if a parent's language or actions are abusive to children or to staff. If a child is dismissed from the center, no tuition will be charged from the date of dismissal.

**h) Liability:** Apple Child Care Center will not be responsible or held liable for personal items brought to the center that are lost, stolen or damaged. Parents are urged to not send valuables, toys or expensive clothing.

**i) Meal Program:** The Center serves high quality meals including breakfast, lunch and snack. An application must be completed to determine eligibility for free or reduced priced meals and snacks. A menu is provided to families each month. Parents must complete a **Special Care Plan / Food Restrictions** form their child.

**j) Additional Services** You will be provided with a report on your child's growth and abilities to meet age appropriate developmental milestones. A meal program is available that includes breakfast, lunch and snack.

**k) Release of a Child or Children**

The center requires an updated Emergency Contact/Parental Consent form for each child. A child will not be released to anyone who has not been previously given authorization by the parent/guardian. Staff may also refuse to release a child if we suspect a person may be under the influence of drugs or alcohol, or transports their child in a vehicle without a proper child safety seat.

**Persons Designated by Parent / Guardian to Whom Child May be Released:** *(Please complete below)*

Name -1	Street Address	Phone	Name -2	Street Address	Phone
_____	_____	_____	_____	_____	_____

*This Enrollment Agreement may be modified and is subject to change. Please refer to the **Parent Handbook** for more detailed information on policies. The **Parent Handbook** is available at our website and in the school office. I have read the above information and agree to the terms of this Enrollment Agreement.*

**Initial:** \_\_\_\_\_  I have received and have reviewed the **Parent Handbook**. *(Please initial and check box)*

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Soc Security No. \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Apple Child Care Center Authorized Signature: \_\_\_\_\_ *Form Rev. 07.27.2016*

**Parent 6-Month Post Review:** I have reviewed the previous information provided above and marked changes on this form.

Signature: \_\_\_\_\_ Review Date: \_\_\_\_\_