Enrollment Agreement: 2026

Apple Child Care Center
For Children Ages 3-Months through 5-Years of Age

Agreement Copy: (*check one*)
❒ Parent / Guardian copy
❒ School Office copy

Child's Name (*print*): _____ Child's Date of Birth: _____

Parent's Name (1): _____ Parent's Name (2): _____

❑ New Agreement ❑ Renewal Agreement Start Date: _____ Parent Email: _____

Your Childs Schedule	Days Attending (*check*)	Drop-Off Time	Pick-Up Time
	❑ Monday		
	❑ Tuesday		
	❑ Wednesday		
	❑ Thursday		
	❑ 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*)

- This is a binding agreement, and I agree to pay tuition effective with my enrollment date in the amount of $ _____ weekly, which is due ***the first day of the week*** that my child attends. If my schedule changes, I will advise the director and school office in writing with two weeks advance notice.
- If I participate in an ELRC subsidy-supported program and have a copayment, I agree to make the copayment weekly to Apple Child Care Center in the amount determined by my subsidy agreement with ELRC. If I lose my ELRC subsidy benefits and keep my child's enrollment at Apple Child Care Center, then I agree to pay the full tuition rate in effect.
- For NEW enrollments (both private pay and ELRC 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 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 as a **Keystone STARS-4** certified childcare center*). 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 in 2025 (closures are subject to change upon notice*)

New Year's Day	Thursday	1/1/26	**Independence Day**	Friday	7/3/25
Martin Luther King Day	Monday	1/19/26	**Labor Day**	Monday	9/7/26
Presidents' Day	Monday	2/16/26	**Staff Development Day**	Monday	10/12/26
Good Friday	Friday	4/3/26	**Thanksgiving**	Thursday	11/26/26
Memorial Day	Monday	5/25/26	**Black Friday**	Friday	11/27/26
Staff Development Day	Thursday	5/7/26	**Christmas Day**	Friday	12/25/26

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; therefore, tuition credit is **NOT** provided. Children enrolled on a part-week basis may not switch days without the director's consent. If any snow day closures are required, these dates are in addition to the holiday closures above.

d) Health Assessment: Pennsylvania law requires each child to be examined by a licensed physician, and 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. Any child presenting with a fever at home and is on a fever suppression medication (such as Tylenol), cannot be brought to the center until all signs of their illness is resolved. If your child develops 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 not present, and treatment has begun. If a child shows suspicious rash, sores, or purulent eye discharge symptoms, a physician must verify the diagnosis and begin appropriate treatment. Written documentation concerning the wellness of the child must be provided by the pediatrician before returning.

f) Medication: if a parent requests that the Center administer medication to their child, an authorization form must be completed, and we 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 not to send valuables, toys, or expensive clothing.

i) Meal Program: The Center serves high-quality meals, including breakfast, lunch, and snacks. An application must be completed to determine eligibility for free meals and snacks. A menu is available to families each month from the school office. Parents must complete a **Special Care Plan / Food Restrictions** form for their child in the school office.

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 snacks.

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 list 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 Revised 12.22.2024 (v1)*

Parent 6-Month <u>Post</u> Review: I have reviewed the previous information provided above and, on this date, I have marked changes on this form with any updates.

Signature: _____ Post Review Date: _____

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