



Enrollment Agreement 2010
Appletree Childcare & Learning Center
Childcare for Children Ages Six-Weeks through Preschool

<input type="checkbox"/> Appletree Copy
<input type="checkbox"/> Parent Copy

Child's Name: _____ Date of Birth: _____

Enrollment Start Date: _____ Number of Days per Week _____ Full-Days Part-Days

Monday Tuesday Wednesday Thursday Friday

If changes are needed to my child's schedule, I agree to advise Appletree staff in writing.

Tuition

- I agree to pay tuition in the amount of \$ _____ per week, due each Monday or the first day of the week that my child attends. Tuition costs are subject to change upon notice.
- The one-time registration fee is **\$85.00** (non-refundable & payable at the time of a new enrollment).
- A late payment fee may be assessed at **\$5.00** per day if tuition is not paid on time.
- Appletree closes at 6 p.m. A late pickup fee is assessed at **\$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 **\$35.00** for processing. If two checks are returned from the bank, future tuition is payable in cash or money order.
- No refunds will be made for days missed due to illness, snow, vacation or holidays. The full tuition is payable each week that the child is enrolled.
- If tuition is not paid in full, then the EIN (tax identification number) will not be released.

Holidays

Appletree Childcare will observe the following holidays during 20010 during which the center will be closed: (The Holiday Schedule is subject to change. Please check with Appletree regarding holiday notices.)

Holiday Closures for Calendar Year 2010

New Year's	Friday, January 1 st , 2010
Good Friday	Friday, April 2 nd , 2010
Memorial Day	Monday, May 31 st , 2010
Independence Day	Monday, July 5 th , 2010
Labor Day	Monday, September 6 th , 2010
Thanksgiving Day	Thursday, November 25 th , 2010
Christmas Day	Friday, December 24 th , 2010

Winter Snow Days:

Appletree will close when the 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 to compensate for a holiday, illness, snow or any other reason without the consent of the director. Unused days can not be carried over to another week.

Health Assessment

Pennsylvania law requires each child to be examined by a licensed physician. A completed child Health Assessment, signed and dated by the pediatrician, must be provided to Appletree no later than 30 days following the child's initial enrollment date and also at periodic age milestones.

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 any of 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 child's physician concerning the condition of the child prior to returning to the center.

Withdrawal

- a) A two-week advance written notice to the director of Appletree is required when a child is voluntarily withdrawn from the center. A minimum of 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 and/or to staff. If a child is dismissed from the center, no tuition will be charged from the date of dismissal.

Release of Child or Children

The center maintains an Emergency Contact/Parental Consent form. A child will not be permitted to leave the center with anyone who has not been previously given authorization by the parent/guardian. Additionally, a child will not be released to a parent/guardian or other authorized person if the staff suspects this person may be under the influence of drugs or alcohol.

Liability

Appletree Childcare & Learning Center will not be responsible or held liable for items brought to the center that are lost, stolen or damaged. Parents are urged to not send valuables, toys or expensive clothing.

Additional Services

There are no additional services being offered at this time.

This Enrollment Agreement may be modified and is subject to change with notice. Please refer to the **Parent Handbook** for additional information on policies. Additional copies of the handbook are available upon request. I have read the above information and agree to its terms and conditions.

Parent / Guardian Signature (1) _____ Date _____

Print Name _____ Soc Security No. _____

Parent / Guardian Signature (2) _____ Date _____

Print Name _____ Soc Security No. _____

Appletree Authorized Signature _____ Form Revised: 12.27.2009

Parent 6-Month Review:	
_____	_____
Parent / Guardian Signature	Date