



Enrollment Agreement 2007

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

Appletree Copy

Parent Copy

Child's Name: _____ Date of Birth: _____

Starting Date _____ Attending: _____ Days per Week

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 \$75.00 (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 & Learning Center will observe the following holidays during 2007, during which the center will be closed: (The Holiday Schedule is subject to change.)

Holiday Schedule	Year 2007
New Year's Day	Monday, January 1st
Good Friday	Friday, April 6th
Memorial Day	Monday, May 28th
Independence Day	Wednesday, July 4th
Labor Day	Monday, September 3rd
Thanksgiving Day	Thursday-Friday, November 22nd - 23rd
Christmas Day	Monday-Tuesday, December 24th - 25th

Snow Days:

Appletree is closed when the Philadelphia public schools close due to inclement weather. Tuition is structured to compensate for holidays and snow days, and therefore tuition credit is not provided. The full week tuition is charged for these weeks.

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 from one week are not 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 the center no later than 30 days following the child's enrollment date.

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Website: www.appletreechildcare.net

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, then 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 center's 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.

A child will not be released to a parent/guardian or other authorized person if the staff suspects that 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 or toys.

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.

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 _____

(Initial) (Date) (Initial) (Date)

Parent Update: _____ Parent Update: _____