



**Enrollment Agreement: 2023**  
**Appletree Childcare & Learning Center**  
**For Children Ages 2-Months through 5-Years of Age**

Agreement Copy: (check one)

- 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: \_\_\_\_\_ Parent 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)

- This is a binding agreement and I agree to pay tuition effective with my enrollment date in the amount of \$ \_\_\_\_\_ weekly, 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 Appletree Childcare & Learning 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 Appletree Childcare & Learning 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.
- Appletree Childcare 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:** Appletree Childcare & Learning Center will be closed on the following dates in 2023:

<b>New Year's Day</b>	Monday	January 02, 2023	<b>Labor Day</b>	Monday	September 4, 2023
<b>Good Friday</b>	Friday	April 7, 2023	<b>Thanksgiving Day</b>	Thursday	November 23, 2023
<b>Memorial Day</b>	Monday	May 29, 2023	<b>Thanksgiving Holiday</b>	Friday	November 24, 2023
<b>Staff In-Service Day</b>	Tuesday	May 30, 2023	<b>Christmas Day</b>	Monday	December 25, 2023
<b>Independence Day</b>	Tuesday	July 4, 2023	<b>Christmas Holiday</b>	Tuesday	December 26, 2023
<b>Staff In-Service Day</b>	Friday	August 25, 2023	<b>Closures Subject to Change Upon Notice</b>		

**c) Winter Snow Days:** Appletree Childcare & Learning 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. If any snow day closures are required, then these dates are in addition to the holiday closures snow 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 Appletree Childcare Center **within 30 days following the child's initial enrollment date** and also at periodic age milestones. See Parent Handbook for more information.

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**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 symptoms of a suspicious rash, sores, or purulent eye discharge, a physician must verify the diagnosis and begin appropriate treatment. Written documentation must be provided by the pediatrician concerning the wellness of the child prior to 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 Appletree Childcare & Learning 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:** Appletree Childcare & Learning 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 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 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 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 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: \_\_\_\_\_

Appletree Childcare Center - Authorized Signature: \_\_\_\_\_

Form: Rev. 01.11.2023

**Parent 6-Month Post 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: \_\_\_\_\_