



Copy for: <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Baby Bear EduCare

**Enrollment Agreement for 2011 -- 2012
For Children Ages 6---Weeks through Preschool**

Child's Name: _____ Date of Birth: _____

New Agreement Admission Date: _____ *I will advise in writing of any changes to my schedule.*

Schedule	Days Attending:	Full---Day / Half---Day	Arrival Time	Departure Time
	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input type="checkbox"/> Full <input type="checkbox"/> Half <input type="checkbox"/> Full <input type="checkbox"/> Half <input type="checkbox"/> Full <input type="checkbox"/> Half <input type="checkbox"/> Full <input type="checkbox"/> Half <input type="checkbox"/> Full <input type="checkbox"/> Half		

a. Tuition

- I agree to pay tuition effective with the enrollment date in the amount of \$ _____ per week, due each Monday or the first day of the week that my child attends. Families that participate in CCIS subsidy are responsible for the full co---payment amount as determined by their subsidy agreement.
- The one---time registration fee is \$25.00 (non---refundable & payable at the time of enrollment).
- A late payment fee may be assessed at \$5.00 per day if tuition is not paid on the due date.
- 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 payable to the staff persons on---duty.
- 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 a 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 and subsequently sent to collection, then additional fees of up to 35% of the outstanding amount due may be assessed.

b. Holidays

Baby Bear EduCare will observe the following holidays during 2012---2013 during which the center will be closed: (The Holiday Schedule is subject to change. Please check with us regarding holiday notices.)

Holiday Closures 2012 – 2013	Holiday Schedule is Subject to Change with Notice
Thanksgiving Day	Thursday, November 22nd, 2012
Christmas Day	Tuesday, December 25th, 2012
New Year's	Tuesday, January 1st, 2013
Memorial Day	Monday, May 27th, 2013
Independence Day	Thursday, July 4th, 2013
Labor Day	Monday, September 2nd, 2013
Thanksgiving Day	Thursday, November 28th, 2013
Christmas Day	Wenesday, December 25th, 2013

c. Winter Snow Days:

Baby Bear EduCare 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 to compensate for a holiday, illness, snow or any other unused days without the consent of the director.

Baby Bear EduCare Child Care and Learning Center Enrollment Agreement 2011---2012

d. 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 Baby Bear EduCare Center no later than 30 days following the child's initial enrollment date and also at periodic age milestones.

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. Withdrawal

- a) A two---week advance written notice to the director of Baby Bear EduCare 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.

g. Release of a 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 any authorized person if the staff suspects this person may be under the influence of drugs or alcohol, or fails to provide a proper child safety seat in their vehicle.

h. Liability

Baby Bear EduCare 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.

i. Additional Services

You will be provided with a report on your child’s growth and abilities to meet age appropriate developmental milestones. An optional meal program is available that includes breakfast, lunch and snack. An application must be completed to determine eligibility for free or reduced prices meals and snacks.

This Enrollment Agreement may be modified and is subject to change with notice. Please refer to the Parent Handbook for additional 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 its terms.

Parent / Guardian Signature _____ Date _____

Print Name _____ Soc Security No. _____

Baby Bear EduCare Authorized Signature _____ Form Revised: 11.01.2011

Parent 6---Month Review: <i>I have reviewed the above information and have marked changes on this form.</i>	
Signature: _____	Date: _____