

ENROLLMENT AGREEMENT

This Enrollment Agreement is between _____
“Parent/Guardian” and Treehouse Child Care Services, LLC operating as The Children’s Treehouse
Early Learning Center, “Center”.

Child’s Name: _____ Admission Date: _____

Classroom: _____ Private Pay Tuition: \$ _____ per week
 ELRC Subsidy Copayment
 Pre-K Counts
 Other: _____

Days of week: _____

Arrival Time: _____ Departure Time: _____

A fee will be charged for any child who is dropped off prior to the arrival time above. A fee will be charged for any child not picked up by the departure time above. The charge will be \$25.00 per child for the first 15 minutes and \$1.00 per minute thereafter. Fees are payable immediately. Consistent early arrival or late pick up will be cause for dismissal from the Center.

Tuition and copay must be paid in advance of receiving child care services. Tuition and copay are charged on a bi-weekly basis and are due by Friday for the following two weeks of care. If tuition and/or copay are not received on the due date, a late fee will be charged at a rate of \$10.00 per day. Tuition and copay are neither refundable nor discounted regardless of Center closure (scheduled or unscheduled) or child absence. A list of scheduled Center closures will be provided at the beginning of each year. Payment may be made by cash, money order or check. If a payment is returned, you will be notified and assessed a \$35.00 returned check fee.

All child care services provided to the child are described in detail in the Parent Handbook and include but not limited to:

- Play-based curriculum that is developmentally appropriate and is aligned with Pennsylvania’s Early Learning Standards,
- Developmental assessment of the child at least every six months,
- Observations and assessments that will be shared orally and in writing at least twice per year, and
- Meals – breakfast and afternoon snack

The Parent/Guardian will provide all necessary child care forms and updates to such forms upon request of the Center. The Emergency Contact/Parental Consent Form will be updated at a minimum of every six months. The Child Health Report (CD51) will be updated annually.

The Parent/Guardian understands that a secure online assessment/portfolio system (Teaching Strategies Gold) is utilized for all children, excluding School Age. This data is shared with the Office of Child Development and Early Learning (OCDEL) in accordance with state regulations.

The Center reserves the right to deny, cancel, sever or suspend a child’s enrollment at any time the Center, in its sole discretion, deems such action to be in the best interest of the child or the Center. The Center reserves the right to immediately expel any child, if a child, their parent, or designated pickup person uses offensive language, is abusive or threatening, or poses a direct threat to any child, parent or employee. This policy applies to, but is not limited to all verbal, written, or electronic means of communication. In such event, any unused tuition will be refunded minus any outstanding charges for late fees, costs, etc.

In the event of an emergency evacuation, I give the Center permission to transport my child to an off-site location in accordance with the Center's Emergency Plan.

The Center participates in the Child and Adult Care Food Program (CACFP). The Parent/Guardian are required to fill out an application form, as well as individual enrollment forms for each child, upon enrollment and yearly thereafter.

During the course of the year, the Center will inform the community of the accomplishments of our students, school programs, and special events. This written and photographic material is used within the classroom, in newsletters, newspapers, state annual reports, videos both in the center and on local news stations, and on the Center's website/Facebook/Twitter pages. These communication formats are used to bring recognition to the individuals, groups or programs and to publicize their achievements. The Parent/Guardians understands that if they would not like their child's information publicized, they must notify the Center in writing.

The Parent/Guardian must provide two weeks written notification prior to the child's last day at the Center to end this Enrollment Agreement. If notification is less than two weeks, the Parent/Guardian agrees to pay \$55.00 per day for any unpaid days within the two week period.

All balances must be paid in full or care can be discontinued and legal proceedings can be commenced at the discretion of the Center. If the Parents/Guardians fail and/or otherwise refuse to abide by any of the terms and conditions set forth herein including, but not limited to, payment of any and all fees, tuition charges or other amounts as described and agreed to, the Center shall be entitled to make claims for any and all sums due and owing, with interest at a rate of one and one-half (1½%) per month, plus payment of costs incurred, and all responsible attorney's fees necessitated by the making of any such claims, including, but not limited to, the filing of any legal action for collection of said amounts.

In the event that I hire a Center employee for private babysitting, the parent/guardian agrees to release the Center from all liability.

I (Parent/Guardian) understand the terms of this Agreement and agree to be bound by them. I agree to follow the guidelines in the Parent Handbook. I have received the original of this Agreement and a copy of the Center's Parent Handbook.

Signing this Enrollment Agreement voids all other previous Enrollment Agreements.

Parent/Guardian Signature	Date	Owner/Director	Date
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Persons to Whom the Child May Be Released

Names must match those on the Emergency/Contact Parental Consent Form

Name	Address	Phone Number
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Any additional conditions and/or services as agreed upon by both parties:
