



Pee Wee Patch Child Development Center  
1796 South Lapeer Road  
Lake Orion, MI 48360  
(248) 814-1010

### Enrollment Agreement

1. The program's hours of operation are 6:00 a.m.- 6:30 p.m.
2. I understand that weekly tuition includes diapers, wipes, baby food, breakfast, am snack, lunch and a pm snack.
3. I will be required to provide formula and bottles.
4. There is a \$45 annual and non -refundable registration fee for the first child, \$35 for the second child, \$20 for the third child. The fourth child's registration fee is waived.
5. Tuition is due on Friday by noon before the week of care to be provided. Tuition can be paid one of two ways: by Electronic draft from a checking account or by credit card. There is no additional fee for EFT by checking. There will be a nominal transaction fee for credit card payment.
6. \*A late fee of \$20 will be charged to my account if tuition is not paid by Friday at 6:30 pm. A \$30 returned check fee will be charged to my account for all NSF charges. I may be required to pay by money order, thereafter.
7. Once my account is more than one week in arrears, my child may not return until my account is up to date, including the current week.
8. It is required to fill out a schedule form regarding my child/ren's days and hours. Two weeks notice is required in order to make any changes to this schedule.
9. There will \$2.00 per minute late pick up fee charged for every minute my child is in attendance after 6:30. p.m. This fee will automatically be assessed to my account based on the electronic sign out time.
10. The program will be closed the following holidays: New year's day, Memorial day, July 4th, Labor Day, Thanksgiving, and Christmas. If the holiday falls on the weekend, the program will close in accordance with local observances.
11. The center will close at noon on Christmas Eve and 3pm on New Years Eve.
12. There will be no discounts for absences or holidays.
13. Each family will be allowed 2 week vacation per calendar year (Monday - Friday consecutive). You may not bank unused vacation weeks for the next year. One month written notice is required for vacation.
14. Two weeks written notice is required for withdrawal from the program.
15. I give Pee Wee Patch Child Development Center permission to photograph and/or videotape my child while in attendance.
16. If my child is left more than an hour after closing time, legal authorities may be contacted.

**Child's name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Projected enrollment date** \_\_\_\_\_

**I have contracted for the following days and times** \_\_\_\_\_

**I understand that my weekly tuition charge will be** \_\_\_\_\_

**I hereby understand and agree to abide by this enrollment agreement:**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date