

Enrollment Agreement 2018

1796 S. Lapeer Road Lake Orion, MI 48360 (248) 814-1010

www.peeweepatch.com email: peeweepatch@peeweepatch.com

1. The program's hours of operation are 6:00 a.m. – 6:15 p.m. Monday-Friday.
2. I understand that weekly tuition includes breakfast (7-8:30am), lunch (11:15-12:30 pm), pm snack (2:30-3:30pm). Diapers and wipes will be provided for the children under the age of 3 years by Pee Wee Patch. *There is a \$2 per day charge for diapers and wipes for older children.* Parent will provide formula and/or labeled bottles.
3. There is a \$65 annual and non-refundable registration fee for the first child, \$100.00 for the entire family.
4. Tuition is due by 6:30 PM every Friday for the following week. A late fee of \$20 per week will be charged for accounts not balanced by the following week. Once the account is in arrears, my child may not return until the account is up to date, including current week.
5. Tuition is paid by Electronic draft from Tuition Express. You may also prepay on account or by credit card. There is no additional fee for EFT by checking.
6. Full time tuition includes up to 10 hours of care in the program daily. After 10 hours a fee of \$10.00 per hour per child will be automatically assessed to your account. There is a minimum charge of \$10.00 per child per occurrence.
7. A \$30 returned check fee will be charged to my account for all NSF charges. I may be required to pay by cash thereafter.
8. **SCHEDULE CHANGE**-A two-week notice is required in order to make any changes to my child's schedule. *Schedule changes are dependent upon available space in the classroom.* A \$20 fee is assessed per account for each change.
9. **Flexible Schedule**-Rotating schedules will incur a 5% service charge per week, approved only if space available and end if space is no longer available. Schedules must be 1 month in advance prior to care. *Schedules turned in less than 2 weeks in advance will incur a \$20 fee for each week if available.*
10. There will be a \$5.00 per minute late pick up fee charged for every minute my child is in attendance after the center closes at 6:15 p.m. The fee will automatically be assessed to the account based on the electronic sign out time.
11. All PWP programs will be closed on the following days: Memorial Day, May 28, July 4, Aug 6, September 3, November 22 and 23, December 24 and December 25, 2018. January 1, 2019 and Jan. 21, 2019. There will be no discounts for absences or holidays. And, vacation day requests cannot be taken on Holidays we are closed. We will close at 1pm on December 21 and 31, 2018.
12. *There are no discounts for absences, holidays, professional development days, or severe inclement weather days with the exception of occasional promotions made at the time of registration. School Age Children need to give 3 day's advance notice of schedule change for non-school days or you will be billed as scheduled. A 2 week written notice is required in order to withdraw from the program.*
13. Each family will be allowed the equivalent (based on schedule) of 2 weeks' vacation per year if you have been enrolled full time for 10 months with PWP. If you have not been with PWP for 10 months, vacation time will be pro-rated. Vacation days may be taken as individual days. Schedule changes affect vacation time accrued. Unused vacation time may not be banked for the next year. A 2 week advance notice is required for vacation credit.
14. Two weeks' written notice is required for withdraw from the program and weekly rates enforced. Vacation days **MAY NOT** be used for two week notice.
15. I understand that Pee Wee Patch has a no compete clause for employees and parents. Parents may not employ Pee Wee Patch employees M-F. Parents may employ Pee Wee Patch employees beginning at 6:30 pm and PWP is not part of this agreement.
15. I give Pee Wee Patch Child Development Center permission to photograph and/or videotape my child while in attendance. Photographs may be used for Pee Wee Patch website, advertising and promotions.

Parent initial and Date: _____

Note: Terms and conditions are subject to change with 2 week notice

