



## Enrollment Agreement 2017-18

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

[www.peeweepatch.com](http://www.peeweepatch.com) email: [peeweepatch@peeweepatch.com](mailto:peeweepatch@peeweepatch.com)

1. The program's hours of operation are 6:00 a.m. - 6:30 p.m. Monday - Friday.
2. I understand that weekly tuition includes breakfast (7-8:30am), am snack (10-10:30 am), lunch (11:15-12:15 pm), pm snack (2:30-3:30pm). Diapers and wipes will be provided for 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/bottles.
3. There is an **annual and non-refundable** registration fee of \$65 for the first child or \$100.00 family rate.
4. Tuition is paid in advance. Tuition is due by 6:30pm on **Friday for the following week of scheduled child care**. A late fee of \$20 per week will be charged for accounts not paid in full at week's end and subject to disenrollment for non-payment for services already rendered.
5. **Tuition is paid by cash, check or electronic draft through Tuition Express**. You may also prepay at any time. For electronic draft payments appropriate forms must be completed at enrollment.
6. Full time tuition includes up to ten hours of child care daily. **After 10 hours child care a fee of \$5 per hour per child will be automatically assessed to your account**. There is a minimum charge of \$5 per child, per occurrence.
7. A \$30 returned check fee will be charged to the account for all NSF charges. Payment by cash or money order may be required thereafter.
8. **SCHEDULE CHANGE- A two week notice** is required in order to make any changes to your child's schedule. Schedule changes are dependent upon available space in the classroom. **A \$5 fee is assessed per account for each change**. Your **child's daily start time CANNOT be changed without prior consent** from PWP and additional fees will be assessed for going over scheduled time other than written in contract. A schedule change form must be filled out prior to requested change.
9. **FLEXIBLE SCHEDULE**-Rotating schedules will incur a 5% service charge per week, will be approved based on availability, and **may end if space is no longer available regardless of enrollment status**. Schedules must be emailed a minimum of two weeks prior to care. **Schedules turned in less than two weeks in advance will incur a \$20 fee for each week**.
10. **DROP IN**- If your child needs to attend on a day that he or she is not normally scheduled, please contact the front office to request availability for the additional day. We are not able to swap days for holidays, absences, etc..
11. There will be a **\$2.00 per minute late pick up fee charged for every minute a child is in attendance after the center closes at 6:30 p.m.** This fee will **automatically** be assessed to the account based on the **electronic sign out time**. **Advance notice of assessed charges may not be provided. Consistent late pick-ups after 6:30 pm will result in disenrollment.**
12. All PWP programs will be closed on the following days: Memorial Day, May 30; Independence Day, July 3 and 4; August 7<sup>th</sup>, Labor Day-September 4, Thanksgiving, November 23-24, December 22 at Noon, December 25<sup>th</sup> closed. January 1, 2018-closed; January 15, 2018-Professional Development Day PWP closed and on March 30<sup>th</sup>. **There are no discounts for absences, holidays, professional development days, or severe inclement weather days.**
13. Each family will be allowed the equivalent (based on enrollment schedule) of 2 weeks' vacation per year if you have been **enrolled full time for 10 months with PWP and pro-rated**. Schedule changes affect vacation time. Unused vacation time may not be banked for the next year. A **two week written ADVANCE** notice is required for vacation credit.
14. Two weeks' written notice is required for withdrawal from the program. **Vacation weeks may NOT be used.**
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 employee's weekends only beginning 6:30pm Friday - Sunday.**
16. I give Pee Wee Patch Child Development Center permission to photograph and/or videotape my child while in attendance. These photos may be used on social media for Pee Wee Patch. **Parent initial and date:** \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade \_\_\_\_\_

Start Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

I have contracted for the following days and times:

INFANTS TODDLERS YPS PRE PRE-K SA DROP-IN

NAME OF CHILD'S CLASSROOM AT PWP \_\_\_\_\_

NAME OF SCHOOL IF CHILD IS SCHOOLAGE \_\_\_\_\_

PWP BUS NEEDED \_\_\_\_\_ availability based upon requests and school start and end times

Drop-off Time:

M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ T \_\_\_\_\_ F \_\_\_\_\_

Pick-up Time:

M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ T \_\_\_\_\_ F \_\_\_\_\_

In accordance with the above schedule, my weekly tuition will be: \_\_\_\_\_

[I understand the weekly fee for PWP bus transportation will be: \_\_\_\_\_]

Pee Wee Patch reserves the right to make necessary changes to this enrollment agreement with 30 days' advance notice. Changes involving licensing mandates may not be accorded 30 days' notice.

I hereby understand and agree to abide by the guidelines outlined in the Pee Wee Patch Parent Handbook and this enrollment agreement. My signature below indicates my acceptance of the 2017 tuition rates and the additional charges explained herein.

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ date \_\_\_\_\_  
\_\_\_\_\_  
(print name please) staff initials/date \_\_\_\_\_

Re-registration date: \_\_\_\_\_ by: \_\_\_\_\_ bonus: \_\_\_\_\_ classroom: \_\_\_\_\_

account created: \_\_\_\_\_ classroom notified: \_\_\_\_\_ emergency card \_\_\_\_\_ immunizations \_\_\_\_\_

*Note: Terms and conditions are subject to change with 2 week written notice 2017-2018*