

Enrollment

The Center accepts children between the ages of six weeks and 12 years of age. Your child may be enrolled in a Full-time, Part-Time or Pre-School basis. The school year runs from September to May and Discovery Club runs from June to August. There is an **annual enrollment fee of \$20** per family and **this fee is non-refundable**. Before your child is enrolled, we must have an Emergency Contact Form, Getting to Know You form, Health Assessment Form as required by AAP (American Academy of Pediatrics), Tuition Express Form, CACFP paperwork, and this Agreement.

Fee Payment

The Center requires enrollment with Tuition Express. Your payment will be automatically deducted from a Checking Account, Credit Card or Debit Card on a Weekly, Bi-weekly or Monthly Basis (Transactions are done on Fridays). **All paperwork, one-week deposit, first week payment and the enrollment fee are due 48 hours before the first day of attendance.** This deposit will be applied to your child's last week at the Early Learning Center. Regular fees will be charged during holiday weeks and snow delays/dismissals.

Extended Time Fees

Extended time fee will be charged any time over 48 hours per week for a full time patron. Part Time patron will be charged for time over 9 hours or 4 1/2 hours per day.

Late Fee

We close promptly at 5:30pm! Late fees will be charged for services after 5:30pm. From 5:30pm-5:45pm, the fee will be \$35, from 5:45pm-6:00pm, it is \$45, from 6:00pm-6:15pm it is \$55 & from 6:15pm-6:30pm, it is \$80.

Sibling Discount

There is a 20% sibling discount. This discount is applied to the fee(s) assigned to the older sibling(s).

Discontinuation of Services

Families may discontinue enrollment at any time with **required written notification to the office two weeks in advance**. Failure to inform the office two weeks in advance will result in the loss of your deposit.

Physical Exam

A child health assessment must be completed and on file no later than 60 days from the date of enrollment. In addition, a health assessment must be completed at each pediatric milestone: 2mo, 4mo, 6mo, 9mo, 12mo, 15mo, 18mo, 24mo, 3yr, 4yr, 5yr, 6yr, 8yr, 10yr, 11yr, and 12yr.

Vacations

Full time/Part time children are allowed two weeks' vacation free of charge per year after 6 full months of enrollment. **Preschool students do not qualify for vacation.** Vacations are to be taken in one/two week blocks as consecutive days with

two weeks written notification to the office. A

maximum of two weeks' vacation credit may be taken at any one time. Vacations may not be carried over from one year to the next.

Sick Days

If a child is sick for five consecutive school days, 50% of the weekly fee will be discounted. **Preschool students do not qualify for Sick days.** Regular fee payments will be charged in case of illness of shorter time length. The Center requires a call to inform the staff/office when a child will miss due to illness.

Emergency Pick Up

In case of an emergency, anyone on the list you have provided on the previous page in accordance to the **YELLOW** Emergency Card can be called to pick up your child in the order you have given us.

Pick-Up Policy

Written notification is necessary should someone other than a parent, guardian, or emergency contact be picking up a child.

Holidays

The Center will be closed for the following holidays:

- Memorial Day
- Good Friday
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Week between Christmas and New Year's (Including Christmas Day and New Year's Day)

Regular fees will be charged during holiday weeks except for the week between Christmas and New Year's.

Photo/Video

We strive to provide a healthy safe environment for your child to learn and grow; we do on occasion photograph your child on field trips, classroom activities, playing, and for our programs. We respect a child's privacy at all times and our center staff take pictures. We do use some of the pictures for brochures and our websites. If you do not wish to have your child's picture taken please fill out section on back of child's application.

Openings and Closings

If the center is ever closed due to inclement weather or extenuating circumstances, we will email, call, and/or text so please make sure your information is current. We follow Eastern Lancaster School District's School Calendar. If there is any school closure or delay in starting, we will provide childcare during your child's scheduled days to attend as long as the center is open.