



CHILDWORKS, INC. ENROLLMENT AGREEMENT

P.O. Box 206, Kulpville, PA 19443
 215-361-1234 E-Mail: info@childworkspreeschool.com

Parents' Names _____ Date of Child's Admission/
 Address (1) _____ Enrollment: September 2018
 Address (2) _____
 City/State/Zip _____ Date of Child's
 Telephone# (Home) _____ Withdrawal: _____
 Cell# (1) _____ Cell# (2) _____
 E-Mail Address (1): _____ Referred by: _____
 E-Mail Address (2): _____

THIS AGREEMENT, made between CHILDWORKS, INC., P.O. Box 206, Kulpville, Pennsylvania 19443 ("School"), and the parents or guardians ("Parents") whose signatures appear below, in consideration of the acceptance of:

_____ D.O.B. _____ for School Year 2018-2019
 (Name of Child)
 _____ D.O.B. _____ for School Year 2018-2019
 (Name of Child)
 _____ D.O.B. _____ for School Year 2018-2019
 (Name of Child)

1. **Fee Amount.** The monthly charges, for 9 months, are equal installments towards the total school year tuition regardless of the length of the month. *The first tuition payment shall be made on or before July 15 (the second installment is due October 1).* Parents and School agree to the following terms and conditions governing the Child's enrollment at the School:

<u>Half-Day Program</u>	<u>Age of Child</u>	<u>Circle Days Preferred</u>	<u>Circle & No. 1st or 2nd Preference</u>	<u>Monthly Tuition Installment (9 months)</u>	<u>Registration Fee (Upfront June 2019 installment)</u>
Red Room (1 teacher to 6 children, Typically 12 to 15 children)	24 to 36 mo. by 8/2018	T/TH M/W/F	AM PM	\$190 (2 days)	\$120.00
				\$285 (3 days)	\$167.00
				\$380 (4 days)	\$215.00
				\$476 (5 days)	\$263.00
Blue/Green Room (typically 18 children, 1 teacher to 9 children)	3 Yrs. Old by 8/2018	T/Th M/W/F	AM PM	\$190 (2 days)	\$120.00
				\$285 (3 days)	\$167.00
				\$380 (4 days)	\$215.00
				\$476 (5 days)	\$263.00
Pre-Kindergarten Green or Yellow Rm (typically 18 children, 1 teacher to 9 children)	4 Yrs. Old by 8/2018	T/Th M/W/F	AM PM	\$190 (2 days)	\$120.00
				\$285 (3 days)	\$167.00
				\$380 (4 days)	\$215.00
				\$476 (5 days)	\$263.00
Transitional Kinderg. Yellow Rm (typically 12-18 children, 1-2 teachers)	5 yrs. Old by 9/15/18	M/T/W/T/F	PM	\$285 (3 days)	\$167.00
				\$380 (4 days)	\$215.00
				\$476 (5 days)	\$263.00

-Non-Refundable-
 This is not
 September's tuition
Registration Fee
 (Upfront June 2019 installment)

2. **Services to be provided as part of the school fee:** 2.5-Hour Nursery School Classes utilizing a cognitively-oriented curriculum based on the developmental level of the child. The program includes fine motor, cognitive, language, sensory motor, and outdoor or indoor gross motor activities. Snack is provided daily.

3. **Extra services to be provided at an additional fee, if applicable:** Childworkshops, Field Trips, Lunchworks, and Vision Screening, as well as other services which will have advance notification.

4. **Typical arrival and departure times:** Child will typically arrive/depart at: Red/Blue Rooms 8:50 – 11:20 a.m. & 11:55 a.m. – 2:25 p.m. Green/Yellow Rooms 9:00 – 11:30 a.m. & 12:05 – 2:35 p.m.

5. **Person(s) designated for child(ren) pickup:** The following are person(s) designated by Parent(s) to whom Child(ren) may be released: (Please include spouses.)

6. **Transportation of child:** The transportation of Child will be supplied by parents.

7. **Non-refundable registration fee:** Parents herewith enclose the required non-refundable Registration Fee which includes June's tuition installment, for the Child(ren) named above. Parents recognize that the School must make commitments for expenditures based on this Agreement, and that the **Registration Fee is not refundable or transferable under any circumstances.**

8. **Refunds/withdrawal:**

a. Children who enroll and withdraw within 30 days prior to the beginning of a term/semester (term and semester are equivalent to one-half of a School Year) shall be entitled to a 75% refund of a tuition fee that may have been paid by Parents in advance.

b. Tuition fees paid in advance will be refunded by School in full if Child withdraws or is requested to withdraw 30 days or more before the beginning of the term/semester.

c. If Child withdraws or is requested to withdraw during a term/semester, there will be no refund of the tuition paid for that term/semester or any tuition paid in advance for that term/semester.

d. Parents understand that the School has no obligation to refund or cancel tuition charges regardless of the subsequent failure of Child to attend School by reason of illness, withdrawal, dismissal, vacation, or any other reason, unless as stated herein to the contrary.

e. One month's notice is required in writing to the Director of the School should Child be withdrawn prior to the end of the School Year.

9. **Late fees, miscellaneous fees and collection:** Parents authorize School to collect from either Parent any claim of payment for tuition or other late fees, charges and other fees or bills to which the School is entitled, as set forth in the Childworks Family Handbook, which is deemed to be incorporated in this Agreement by reference, including but not limited to the following:

A \$5.00 per day late fee shall be assessed:

- For tuition payments received after the first of the month for which such tuition is due.
- Against Parents who fail to pick up Child at the designated pick-up time (unless prearranged). \$10.00 for repeat offenders.

10. **Discounts:** For Parents who send more than one child to the School during the current year, there shall be a discount of \$25.00 applied toward the Registration Fee for each Child attending any Preschool Program, except Toddlerworks.

11. **Non-payment of tuition:** Parents further agree that if payment of tuition is not made in accordance with this Agreement or School policies, the School shall have the right to refuse to admit Child to class. The monthly tuition must be paid regardless of vacation or illness.

12. **School policies:** Parents agree to accept the rules and regulations of the School as stated in the School's current handbook (and any amendments that may subsequently occur) as well as other publications and notices. Parents recognize that the School reserves the right to amend any School policies during the School Year. The school year typically runs Labor Day week until the first or second week in June.

In case one of our students has a specific allergy that would pose a danger to the student or other students, Childworks will use its best efforts to accommodate the needs of the student or students. Safety is the number one concern at Childworks.

13. **Medical forms:** Parents agree to complete and return to the School, **prior to the commencement** of the School Year, the medical and health forms submitted as part of the registration packet. Health Assessments must be current each year - within one year from the last signed form. In the event that medical care is necessary for Child, Parents agree to pay any and all necessary charges for such medical care. I hereby give permission and consent, if applicable, for Childworks to have my child's name listed on an "Allergy Alert" which will be posted in his/her classroom.

14. **Release of Information including class list and use of photographs, etc.:** Parents consent for use by the School: photographs, voice recordings, videos, and written extractions, in whole or in part, of Child named above, for the purpose of illustrations, advertising or publications, and to distribute to class the child's name, address, telephone number, parent's name on class list. I hereby consent to the release of any educational records or information regarding my child, i.e. allergy/special diet list, to any school entity, intermediate unit, school therapist, educational organization, therapist, psychologist, teacher, administrator or specialist working with my child. This includes both written and verbal information.

15. **Termination of agreements:** The School reserves the right to terminate this Agreement or to suspend Child's attendance at any time, or from time to time, upon written notice to the Parents that, in the opinion of the School, further attendance of Child would not be in either the best interest of Child or the School, or if there is insufficient enrollment to sustain the Program.

17. **Civil Rights Compliance Parent Awareness** - In accordance with applicable Federal and State Civil Rights laws and regulatory requirements, you as a resident of this agency have the right to the following: (1) to be provided services at this agency and to be referred for services of other agencies without regard to your race, color, religious creed, disability, ancestry, national origin, age, or sex, and (2) to file a complaint of discrimination if you feel you have been discriminated against on the basis of your race, color religious creed, disability, ancestry, national origin, age, or sex.

Childworks, Inc.
P.O. Box 206
1574 Summeytown Pike
Kulpsville, PA 19443

Commonwealth of PA
DPW Bureau of Equal Opportunity
Southeast Regional Office
801 Market Street, Suite 5034
Philadelphia, PA 19107

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health and Welfare Bldg.
P.O. Box 2675
Harrisburg, PA 17105-2675

U.S. Dept. of Health & Human Services
Office for Civil Rights
Public Ledger Bldg., Suite 372
South 150 S. Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations Commission
Philadelphia Regional Office
110 North 8th Street, Suite 501
Philadelphia, PA 19107

16. **Entire agreement:** This Agreement represents the entire agreement between the parties with respect to the subject matter set out and cannot be modified or amended except signed by the parties in writing. There have been no promises or representations other than those expressed in this Agreement. We have read the foregoing Enrollment Agreement, and we have signed to signify our agreement and acceptance thereof for the 2018/2019 school year.

(Signature of Parent(s) or Guardian(s) and Date)

(For Childworks, Inc. Signature and Date)

(Signature of Parent(s) or Guardian(s) and Date)

(Signature of Parent(s) or Guardian(s) and Date)