

Pee Wee Patch Child Development Center
1796 S. Lapeer Road
Lake Orion, Mi 48360
(248)814-1010

Enrollment Agreement 2007-2008

1. The program's hours of operation are 6:00 a.m. - 6:30 p.m.
2. I understand that weekly tuition includes breakfast, am snack, lunch, pm snack, diapers and wipes. I will be required to provide formula and bottles.
3. There is a \$60 **annual and non-refundable** registration fee for the first child, \$45/second, \$25/third child.
4. Tuition is due on **Friday** before the week of care to be provided. Tuition can be paid one of three ways. Electronic draft from a checking account is the preferred method. You may also pay by debit card or **monthly** by credit card. There will be a 2.0% transaction fee for credit card payment.
5. A late fee of \$20 will be charged to my account if tuition is not paid by **Friday at 6:30 pm**.
6. 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 two weeks 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. A mandatory **two week notice** is required in order to make any changes to this schedule. All schedule changes are subject to approval by the director. **There will also be a \$10 fee per child assessed to my account for each change made.** If your child needs to attend on a day that they are not normally scheduled, you must contact the front office to request availability for the additional day. You are welcome to add an additional day when there is availability in the classroom. Your account will be charged for the additional day. We are not able to swap days.
9. There will be a \$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, at noon on Christmas Eve and at 3pm on New Years Eve. **If the holiday falls on the weekend, the program will close in accordance with local observances. We will close two days a year Friday, August ___ and Monday, February ___ for teacher professional development.**
11. **There will be no discounts for absences or holidays.**
12. Each family will be allowed 2 weeks vacation per year starting from your start date to your anniversary date. Vacations can not be split between two weeks and must be taken Monday - Friday consecutive days. You may not bank unused vacation weeks for the next year. A **two week written** notice is required for vacation. Part time student's vacation week is only equal to the number of days they attend each week.
13. Two weeks written notice is required for withdrawal from the program. Vacation weeks may NOT be used as part of your two week notice.
13. I understand that Pee Wee Patch has a non compete clause for employees and parents. Parents may not employ Pee Wee Patch employees during any hours that conflict with Pee Wee Patch's hours of operation.
15. I give Pee Wee Patch Child Development Center permission to photograph and/or videotape my child while in attendance. These photos may be used in marketing and advertising for Pee Wee Patch.

Child's name _____

Projected enrollment date _____

Address _____

Date of Birth _____

Phone _____

ID Code: _____

Elementary School Attending: _____

I have contracted for: M _____ T _____ W _____ TH _____ F _____

I understand that my weekly tuition charge will be _____.

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

Parent Name

Signature

date

Registered by