



Pee Wee Patch Child Development Center  
1796 S. Lapeer Road Lake Orion, MI 48360 (248) 814-1010  
[www.peeweepatch.com](http://www.peeweepatch.com)

**Enrollment Agreement 2011-2012**



1. The program's hours of operation are 5:30 a.m. - 6:30 p.m. Monday - Friday.
2. I understand that weekly tuition includes breakfast (7-830am), am snack (9-1030am), lunch (1115-1215pm), pm snack (230-330pm). 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 a \$65 **annual and non-refundable** registration fee for the first child, \$50/second, \$25/third child.
4. Tuition is due by 6:30pm on **Friday** for the following week. A late fee of \$20 will be charged to my account if tuition is not paid on time.
5. Tuition is paid by electronic draft through Tuition Express. You may also prepay monthly on the last Friday of the month for the following month by credit card. There is a 2% service fee for credit card payment. Appropriate forms must be completed at enrollment.
6. Full time tuition includes up to ten hours of programming daily. After 10 hours a fee of \$4 per hour per child will be automatically assessed to your account. There is a minimum charge of \$4 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 money order 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 \$2 fee is assessed to my account for each change.**
9. **ROTATING SCHEDULE-**Rotating schedules will be approved based on availability. Pee Wee Patch may end rotating schedules if space is no longer available. Schedules must be emailed to [kspear@peeweepatch.com](mailto:kspear@peeweepatch.com) a minimum of two weeks prior to care. **If a schedule is later than a two week notice an additional \$20 fee will be charged to your account 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. Your account will be charged accordingly. 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 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.**
12. All PWP programs will be closed on the following days: Memorial Day; Independence Day; **August 26, 2011**; Labor Day; Thanksgiving; December 26, 2011; January 2, 2012; **January 16, 2012**
13. **There are no discounts for absences or holidays, with the exception of occasional promotions made at the time of registration.**
14. Each family will be allowed 2 weeks vacation per year beginning on your enrollment date to your anniversary date. Vacations 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.
15. Two weeks' written notice is required for withdrawal from the program. **Vacation weeks may NOT be used as part of your two week notice.**
16. 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.
17. 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.

parent initial and date:\_\_\_\_\_

Child's name: \_\_\_\_\_ DOB: \_\_\_\_\_

Enrollment date: \_\_\_\_\_ Phone: \_\_\_\_\_

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

I have contracted for the following days and times:

Drop-off:

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

Pick-up:

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: \_\_\_\_\_

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
date

Re-registration date: \_\_\_\_\_

by: \_\_\_\_\_

Classroom: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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