

Stepping Stones Preschool and Childcare Center LLC
6185 Route 191, Cresco PA 18326***570-484-5437

ENROLLMENT CONTRACT

_____ will attend Stepping Stones Preschool beginning
_____. The hours my child will attend are:

Please circle the day(s): M T W TH F

Tuition Charges:

Full time rate (infant):	\$165.00/week
Full time rate (toddlers, 3's, pre-k)	\$150.00/week
Part time rate (when available)	\$45.00/daily for infants
	\$40.00/daily for toddlers, 3's, pre-k
Pre-K/Preschool Program only (9:30-12:30)	\$90 M, W, F or \$60 T, TH
Before or After School	\$50.00/week
Summer Camp (school-ager)	\$120.00/week
Summer Camp (toddler, preschooler)	\$125.00/week
2 nd and 3 rd child will receive \$10 off/per week	
Other Fees:	

Persons authorized to pick up my child/children:

I, the parent/guardian:

- Received complete written information at the time of enrollment
- Agree to update emergency contact/parental consent form whenever changes occur or every 6 months at minimum.
- Agree to make payments regardless of whether or not my child attends in order to hold his/her spot in the program
- Agree to give two week's notice for my child's discharge.

Director's Signature

Date

Parent Signature

Date

ENROLLMENT:

Stepping Stones Preschool and Childcare Center LLC does not discriminate against children or parents from admission regardless of race, color, creed, sex or religion. A child with special needs may be accepted based on ability of the center and the teachers to meet those needs.

HOURS:

Day care services are provided Monday-Friday: 5:30am- 6:30pm. Children are expected to have set hours of attendance of a maximum of 9 hours per day. You will be surcharged for additional hours and this must be approved by the owner or director. If there are any changes to the schedule, please check with Nicole for availability. Parents are expected to pick up their children no later than 6:30 pm. There will be a \$5.00 late fee per staff member every 10 minutes you are late.

TUITION POLICY:

Upon enrollment, we require your first week's tuition as payment for the first week of child care. This payment along with a \$25 registration fee is a non refundable deposit. Payments are due the first Monday of every week or the first day your child is in care. We accept cash, checks and credit cards. There will be a \$30 surcharge for returned checks. If payment becomes one week overdue, your child will not be allowed to return until payment is made.

HOLIDAYS:

The center will be closed the following days for the 2014 school year: January 20 (MLK day), February 17 (Presidents day), April 18-21 (Easter), May 26 (Memorial Day), July 4, September 1 (Labor Day), November 27-28 (thanksgiving), December 24-26 (Christmas), December 31 & January 1 (New Years)

CLOSINGS AND DELAYS:

In the event of snow, ice or other severe weather, the center will open late or close for the day. You will receive an email or text message to alert you to any changes regarding our operating hours. You can also call the center and listen to the recording after 6:00 am.

PERSONAL DAYS:

After your child has been enrolled in the center for one year (full time) they will be given 5 personal days. You may use a max of two days in any given week. Please let Nicole know when you will be using these days

CHILD ABUSE/NEGLECT

Our staff is mandated by the state to report any suspicion of child abuse and/or neglect concerning any child in our care. This policy would include reporting a parent for neglect if not using an appropriate car seat when transporting a child.

MEALS:

A cold breakfast (cereal/cereal bar/yogurt/fruit) is available to all students in the center before 8:30am. Most of the lunches served will be hot. There will be fruit and vegetables served everyday with lunch. The center will strive to serve nutritious snacks and meals regularly with the exception of holiday parties and birthdays. Please advise the center if your child has any food allergies. There is no additional charge to you for meals. If you choose to send your child with snacks and lunch from home there will be no credit given.

REST PERIOD NAP:

A rest period is a part of the daily schedule for each age group, except the pre-k class. Your child is encouraged, but not forced, to sleep during this time. A mat or cot is provided for those children who take naps. You will need to send a clean crib sheet and blanket every Monday.

PICK-UP:

Children will be released from the center to their parents or authorized pick ups only listed in the emergency contact form. In the event you arrange for someone else to pick up your child, you need to inform the director either verbally or in written form only. The individual picking up your must have a valid picture ID in order for our staff to release your child to them.

HEALTH APPRAISAL FORM/ CONTACT INFORMATION:

At the time of enrollment, each parent will receive a health appraisal form that must be completed by your child's physician within 30 days of your child's start date. If the form is not returned within 30 days, your child may not attend the center until it is returned. This is a state regulation that we must follow. You will be required to update your child's physical form on a yearly basis in order to continue care.

POLICIES REGARDING ILLNESS:

If your child was ill the night before a school day, please do not bring them to the center. This would include: vomiting, diarrhea, fever, and/or viral infection. Your child needs to be free of any illness 24 hours (free of fevers without the use of OTC meds) before they can return to school. **We have the right to deny care for your child if we suspect they are ill upon arrival at the center.** In the event your child was seen by a physician and is given an antibiotic; he/she must be taking the medication for 24 hours before returning to the center. If the diagnosis was something otherwise, the doctor's note needs to state when and if the child may return for care. If the child has a fever due to teething, we need to have a note from the doctor saying the child is not contagious and may be around other children. If your child is obviously not well and in need of TLC, we ask that you keep your child home even if the symptoms are not contagious. Teachers will also have the right to contact you at home/work if your child becomes ill in our care. It is important that you update us with any changes in emergency contact information. We must have strict guidelines regarding this policy for the health and safety of all children and staff. **Any medication you need the staff to administer must be in the original container**

labeled with your child's first and last name. All parents must sign our medicine log in order for the staff to administer the medicine.

EVACUATION:

Since 9/11, the state has required all child care centers to develop a plan of action in the event of a serious emergency while the children are in our care. Upon registering you will receive a letter explaining the different types of emergencies and the center's plan for your child in each case. Should it be necessary to evacuate the center, the children will be taken to the MERRY INN B&B located at PA 390, Canadensis PA.

GREIVANCES:

Parents are asked to contact the director or owner regarding any grievances whether personal or program related. Please do so in a timely manner so that corrective action can be taken as soon as possible.

SCHOOL AGE:

As of January 6, 2015 school agers staying for a full day are required to pay an additional \$10/day. These days may include but are not limited to, snow days, winter breaks, other school closures.

OTHER:

In order to hold your child's spot, you are required to continue enrollment at Stepping Stones either full time or part time. Parents, who have off during the summer or other times of the year, will need to keep their children enrolled for a 2 days/week at a minimum. This will hold the child's spot for the school year or whenever the child is in need of care again. If you choose to withdrawal your child from the program, we can not guarantee that an opening will be available when it is needed.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

