

## Family Tuition Agreement & Policy Form School Year 2022/2023

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Start Date: \_\_\_\_\_

I will drop off my Child at: \_\_\_\_\_ AM/PM. I will pick my Child up at: \_\_\_\_\_ AM/PM. Withdrawal Date: \_\_\_\_\_

Child's Sex (Please Circle): Female or Male

Receiving ELRC: YES NO Caseworkers Name and Phone# \_\_\_\_\_

ELRC Copayment: \_\_\_\_\_ Contract End Date: \_\_\_\_\_ Case Number: \_\_\_\_\_

### DAYS ATTENDING

Full Week: \_\_\_\_\_ Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_

**Center Hours: 6:30 am – 6:00 pm**

### PROGRAM FEES

#### INFANTS: Children 6 weeks to 12 months

\_\_\_\_\_ 5 Days \$371.00 \_\_\_\_\_ 5 ½ Days \$277.25 \_\_\_\_\_ Daily Full Time \$74.20 \_\_\_\_\_ Daily 1/2 Days \$55.45

#### YOUNG TODDLERS: 13 to 24 Months

\_\_\_\_\_ 5 Days \$351.75 \_\_\_\_\_ 5 ½ Days \$256.00 \_\_\_\_\_ Daily Full Time \$70.35 \_\_\_\_\_ Daily 1/2 Days \$51.20

#### OLDER TODDLERS: 25 to 36 Months

\_\_\_\_\_ 5 Days \$341.90 \_\_\_\_\_ 5 ½ Days \$240.00 \_\_\_\_\_ Daily Full Time \$68.38 \_\_\_\_\_ Daily 1/2 Days \$48.00

#### PRESCHOOL: 37 months to entering Kindergarten

\_\_\_\_\_ 5 Days \$303.20 \_\_\_\_\_ 5 ½ Days \$211.00 \_\_\_\_\_ Daily Full Time \$60.64 \_\_\_\_\_ Daily 1/2 Days \$42.40

#### PRE-K COUNTS: This is a free program; you have the option to use services before and after the program hours

\_\_\_\_\_ I elect to be enrolled in the PRE-K Counts program only for the hours of 9:00 am to 3:30 pm

#### PRE-K COUNTS- Before and After Care Options: 6:30am to 9:00am and 3:30pm to 6:00pm. (Drop off time is 8:45am-9:00am and pick up time is 3:15pm-3:30pm)

\_\_\_\_\_ 5 Days Before & After \$211.00 \_\_\_\_\_ Daily \$42.40

#### SCHOOL AGE: Before and After School/ including school closures, early dismissals, and holidays and transportation.

\_\_\_\_\_ 5 Days Before & After School \$166.10 \_\_\_\_\_ 5 Days Before School \$100.00 \_\_\_\_\_ 5 Days After School \$130.00

\_\_\_\_\_ Daily Before School \$20.00 \_\_\_\_\_ Daily After School \$26.00

\_\_\_\_\_ 5 Full Days Summer \$296.00 \_\_\_\_\_ Daily Summer \$59.20



**Persons to whom child may be released:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Relation to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Relation to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Relation to Child: \_\_\_\_\_

**Services provided for full or \*part time enrollment:**

- PA state approved whole-child curriculum connected to assessment to individualize learning aligned to PA Early Learning Standards
- Evidence based and trauma informed social emotional curriculum certified by the Substance Abuse and Mental Health Administration's (SAMHSA's) National Registry of Evidence-based Programs and Practices (NREPP).
- Early education and childcare for up to 10.5 hours a day (\*part time up to 5 hours a day)
- CACFP approved breakfast, lunch, and afternoon snack, prepared on site plus additional non-CACFP reimbursed mid-morning snack
- Full year infants/toddler program
  - Social-Emotional curriculum enhances attachment, increases self-regulation, promotes trust, and fosters attunement skills
  - Formula provided
  - Diapers and wipes provided
  - Infant/Toddler Contracted Slots available for qualified families
  - Multi-age classrooms (6 week to 3-year-old) to support caregiver and child relationships
- Ten-month preschool and Pre-K Counts program with summer camp available
  - Six and half-hour, state funded Pre-K Counts program (180 required school days)
  - Before and after Pre-K Counts care available
  - Transportation to Bright Hope and Rolling Hills
  - Multi-age classrooms (3-5-year-olds) to support caregiver and child relationships
  - PA state certified teachers
- Ten-month school age program with summer camp available
  - Transportation provided to Pottstown and Pottsgrove schools on school days
  - Care on half and full days off from school



# YWCA IS ON A MISSION

PLEASE READ AND INITIAL EACH ITEM.

eliminating racism  
empowering women  
**ywca**  
Tri-County Area

Please note that all terms and conditions in your previously signed enrollment agreement and Family Handbook will remain in effect.

\_\_\_\_\_ I agree to notify the center by 9:30 am if my child will be absent for the day. I may do this by either calling the YWCA Tri-County Area Early Education Center directly at 610-948-0200 or clock your child out for the day in Tadpoles, with the reason for absences.

\_\_\_\_\_ I agree to notify the center if my school age child will not need to be picked up from school or will not arrive at their designated bus and van stop. This must be done at least 1 hour prior to their scheduled pick up. I will do this by calling the center directly at 610-948-0200 or checking my child out via Tadpoles with the reason for absences.

\_\_\_\_\_ Any form(s) required by the center to remain in compliance with State regulations, must be submitted by you in the allotted time frame given. Suspension will occur until document(s) are current and complete.

\_\_\_\_\_ YWCA Tri-County Area Early Education Center is opened from 6:30am to 6pm, Monday through Friday. All families must be on time picking up their child. You must make sure that you leave ample time to be out of the building at your scheduled pick-up time. A late pick-up fee of \$1.00 per minute per child will be charged if you pick up after the center is closed and/or your scheduled and contracted pick up time.

\_\_\_\_\_ Tuition fees, and co-payments are not prorated for any reason.

\_\_\_\_\_ Private Pay families with more than 1 child enrolled will receive a 10% family discount on the child with the lowest tuition rate.

\_\_\_\_\_ Families with copayments must follow the ELRC guidelines and make full copayments on the Monday for the week of service. YWCA Tri-County Area is required to report any family that is not current with their weekly copayments.

\_\_\_\_\_ Terms of this agreement, including tuition, fees, policies, or contents in the Family Handbook are subject to change by the YWCA Tri-County Area with a 30-day notice.

\_\_\_\_\_ I understand that I am solely responsible for any tuition payments and late fees in excess of any agency or third-party reimbursement in accordance with the applicable contract. I also understand that I am solely responsible for promptly communicating any changes in my status that would affect my agency eligibility, and that I am solely responsible for payment to YWCA Tri-County Area for any tuition in excess of any agency or third-party reimbursement resulting from my failure to promptly communicate status changes.

\_\_\_\_\_ Tuition and co-payments are due **each Monday of the week of service**. A late fee of \$30 will be charged if tuition is not received by close of business on Monday. If your account is not paid in full by Wednesday, enrollment will be suspended until your account is current. Payments are made online via our website at [www.ywcatricountyarea.org](http://www.ywcatricountyarea.org). If tuition is not paid in full, your child may not attend unless prior written authorization is granted.

\_\_\_\_\_ If payment in full is not received when due, I agree to pay the late payment fee per week or any part of each week that tuition is not received. All late fees are subject to change without notice. I understand that if my account is delinquent according to the weekly payment of tuition terms, I will be asked to withdraw my child until my account is made current. Payments are still due and accruing during suspension. The center cannot guarantee my child's spot will be held when my child is withdrawn due to non-payment of tuition. Any unpaid tuition fees may be sent to a third-party collection agency. Any accounts going to collection or any outside services for collection, you will be responsible for payment of those fees.

Pre K Counts only children are not charged any fees for the hours from 8:45am (drop off time)- 9:00am (PKC start time) through 3:15pm (pick up time)-3:30pm and are not required to pay the registration fee. Late fees will be charged for pick ups after PKC hours.



**YWCA Tri-County Area** | 315 King St, Pottstown PA 19464 | P: 610-948-0200 | [www.ywcatricountyarea.org](http://www.ywcatricountyarea.org)

*YWCA Tri-County Area (23-1360867) is a 501c3 nonprofit organization – contributions to which are tax deductible to the fullest extent permitted by law. The official registration and financial information of our YWCA may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement*

## **INCLEMENT WEATHER OR OTHER DISASTERS**

\_\_\_\_\_ I understand that it is the YWCA Tri-County Area's intention to be open and provide childcare service every weekday of the year, excluding holidays, but that inclement weather, natural/national disaster or major building issues may disrupt service from time to time. I will contact the Early Education Center to ensure that it is open during inclement weather/natural disaster. I will continue to be responsible for my tuition/copayments during these closures. If the Early Education Center needs to be closed early for any reason, you will have 2 hours from the time of notification to pick up your child.

## **HOLIDAYS**

\_\_\_\_\_ The YWCA Tri-County Area Early Education Center is closed in observance of the holidays and business closures listed on the YW3CA EEC School Calendar posted in the Center and at ywcatricountyarea.org. I agree that I will not receive a refund, credit, or any other allowance for holidays. If a holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday.

## **ABSENCES**

\_\_\_\_\_ I agree to inform the center immediately if my child(ren) will be absent on any day. I understand that no allowances, credits, refunds or make up days shall be made for any absences. My regularly contracted tuition is due in full at the contracted time.

## **VACATION POLICY**

\_\_\_\_\_ Any family paying **full** tuition rates is entitled to 1 weeks' vacation credit each year, where no tuition is due for that week. Vacation requests are due 2 weeks prior to the schedule vacation and must be approved. Vacation week runs Monday to Friday and children may not be in attendance during that time.

\_\_\_\_\_ Families receiving ELRC Subsidy may contact Case Manager to place case in suspension during vacation.

## **WITHDRAWAL FROM PROGRAM**

\_\_\_\_\_ I understand that I must provide a two (2) week written notice of withdrawal from the program. If this notification is not provided, I agree to pay all tuition and fees for two (2) weeks, whether my child attends or not. I understand that when my child is withdrawn, s/he will only be eligible for re-admission based upon space availability and all other enrollment criteria. If my child is selected for re-enrollment, I will be required to pay a new non-refundable Registration Fee. If there is an outstanding balance (including tuition or fees) when my child was withdrawn, I will be required to bring my account current prior to completing a re-enrollment application. I understand all fees (Registration or Activity) are non-refundable.

## **EMERGENCY CONTACTS**

\_\_\_\_\_ I understand that I am required to provide and maintain at all times a minimum of two (2) additional emergency contacts other than myself, including full names, cellular phone numbers and addresses. I understand that in the event of any emergency for which I cannot be reached, and the emergency contacts cannot be reached, that the center may contact the police or other local authorities for assistance.

## **CENTER SAFETY**

\_\_\_\_\_ I understand that YWCA Tri-County Area Early Education Center has an open-door policy for parents and legal guardians and that I have unlimited access to the Center, while my child is in attendance. I understand that access to the Center may be restricted to custodial parents pursuant to state childcare regulations or may be further restricted by court order. I further understand that, for any reason it deems appropriate for the preservation of the safety, security, health or general wellbeing of the Center, we may temporarily or permanently exclude any person from the Center, including a parent, whom YWCA Tri-County Area finds at its sole discretion, poses or is likely to pose a risk to the center or who fails or refuses to conduct him or herself in a manner befitting a child care environment. Prohibitions include but are not limited to profanity, yelling, threatening, aggressive or violent behavior, intoxication, or failure to follow YWCA Tri-County Area's policies and procedures.



## INTERVIEWING CHILDREN AND INSPECTING RECORDS

\_\_\_\_\_ I understand that the state child care regulatory enforcement and administration agency and the local department of social services or child protective services has the authority to interview children or staff, to inspect and audit child or facility records, to interview children privately, to observe the physical condition of the children in the center, to make provisions for the independent medical examination by a licensed physician of any child, and to contact and instruct any other appropriate authority to do the same, without prior notice or consent by myself or by YWCA Tri-County Area.

## PERSONAL ITEMS

\_\_\_\_\_ I understand that the YWCA Tri-County Area is not responsible for lost or damaged personal items. I will ensure that my child(ren)'s clothing, backpacks and other personal items are clearly labeled with child(ren)'s first and last name.

## YWCA TRICOUNTY AREA POLICIES & STATE REGULATIONS

\_\_\_\_\_ I understand that the above policies are not an all-inclusive list of policies, and that my child(ren), my family members, authorized agents and I are bound by state childcare regulations, the Policy Agreement, and all other policies, which may be modified at any time, without notice. I also understand that the childcare regulations of the state in which my child attends may prevail over these policies when the state regulation is stricter. I further understand that my continued enrollment at constitutes my acknowledgement of, and agreement to abide by, all YWCA Tri-County Area and state regulations.

## NO MODIFICATIONS

\_\_\_\_\_ No terms of this Agreement may be altered, revised, modified, or deleted by any person except in cases of YWCA Tri-County Area policy change or rate change to which both the YWCA Tri-County Area and I must initial. Any alterations, revisions, modifications, or deletions of any term of this Agreement are null and void. These policies have been reviewed with me by Center management. I understand and will comply with the policies included in YWCA Tri-County Area's Enrollment Agreement and Policy Agreement. Policies in this contract will supersede all other documents.

### Initial Signature:

Parent/Guardian Name (Print):

\_\_\_\_\_  
Parent/Guardian Signature:

Date: \_\_\_\_\_

Center Director Signature:

Date: \_\_\_\_\_

### Date of Six Month Review:

Parent/Guardian Name (Print):

\_\_\_\_\_  
Parent/Guardian Signature:

Date: \_\_\_\_\_

Center Director Signature:

Date: \_\_\_\_\_

