Policy Agreement Form

Revised 07.07.2026

PLEASE READ AND INITIAL EACH ITEM

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

FINANCIAL OBLIGATION AND FEES

_____ I understand that I am solely responsible for the one time registration fee of $75 per child

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

_____ The center is opened 6:30AM to 4:30PM, 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.

_____ Families with copayments must follow the ELRC guidelines and make full copayments on the Monday for the week of service. We are required to report any family that is not current with their weekly copayments. Copay delinquencies can result in loss of funding from the ELRC. Any payments received will be applied to outstanding late fees first, before being applied to your copayments.

_____ 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 the 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 or adverse action taken.

_____ Tuition and co-payments not paid by close of business on Monday of the week of service, will be charged a late fee of $30. An additional $5 will be charged each day thereafter. If your account is not paid in full by Wednesday, enrollment will be suspended until your account is current.

_____ 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. Any unpaid tuition fees may be sent to a third-party collection agency. If your account is sent to a collection agency or an outside service, you will be responsible for all associated costs, including attorney and collection fees.

GENERAL

_____ We have the right at any time to dis-enroll any child with or without prior notice if we feel it is in the best interest of the child and/or the center.

_____ If an authorized person as per state licensing dose not pick up your child(ren) within 30 minutes of the center closing, we are required to turn your child over to child protective services or local authorities.

_____ 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.

YWCA Tri-County Area | 315 King St, Pottstown PA 19464 | P: 610-323-1888 | www.yw3ca.org

YWCA EARLY EDUCATION CENTER EDUCATE. EMPOWER.

eliminating racism empowering women ywca Tri-County Area

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RECORDKEEPING

_____ A complete child health assessment form must be handed in prior to your child starting the program. Failure to submit an updated form when required and notified will result in suspension until the document is obtained.

_____ 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.

INCLEMENT WEATHER OR OTHER DISASTERS

_____ I understand that it is the YWCA Tri-County'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 center to ensure that it is open during inclement weather/natural disaster. I will continue to be responsible for my tuition/copayment's payments during these closures. If the center needs to be closed early for any reason, you will have 1 (one) hour from the time of notification to pick up your child.

HOLIDAYS

_____ The EEC is closed in observance of the following holidays during the school year.

- Labor Day 9-7-26
- Thanksgiving 11-26-26 to 11-27-26
- Winter Holiday 12-24-26 to 12-31-26
- New Years 1-1-27
- Dr. MLK Jr Day 1-18-27
- Presidents Day 2-15-27
- Spring Break 3-29-2027
- Memorial Day 5-31-27

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/ VACATION

_____ 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. The terms of a Vacation Credit are as follows: **For private pay families** - After six (6) continuous months of enrollment, I may elect to use one week of Vacation Credit when my child is not in attendance for an entire week Monday through Friday. During the Vacation Credit week, my regular tuition charge will be reduced by 50%. There is a two (2) week maximum annual Vacation Credit allowance which is non-cumulative and must be taken in full week increments. If using vacation credits, you should pay tuition prior to the period required to avoid any late charges. There is no credit given for single days out and vacation credits may not be carried over. For Families receiving government assistance your full copay is due.

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

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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, home and work phone numbers, cellular phone numbers, addresses, driver's license numbers or state identification numbers, and relationship to my child(ren). 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. I understand that this information needs to be verified every 6 months while my child(ren) is enrolled in the center.

CENTER SAFETY & SECURITY

_____ I understand that YW3CA 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 child care 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 the YW3CA 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 YW3CA's policies and procedures.

_____ To ensure building safety, the YW3CA Early Childhood Education Center (EEC) utilizes a secure keycard entry system restricted to authorized adults during operating hours, Monday–Friday from 6:30 AM to 4:30 PM. Enrolled families will receive one keycard (with a maximum of one additional card available for authorized pick-ups) and must scan individually upon entry without sharing cards or allowing others to "tailgate" into the building. Lost, stolen, or damaged cards must be reported immediately to the EEC office for deactivation, and replacement cards are subject to a $10.00 fee. All entry activity is electronically logged for security purposes, and keycards must be returned to the center upon a child's withdrawal from the program. Please note that failure to follow these security guidelines or any misuse of your card may result in the immediate suspension or revocation of your building access privileges.

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.

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ILLNESS AND RE-ADMISSION

_____ I understand that I will be notified should my child become ill during the day, and that I will pick up my child within one (1) hour of notification. If my child is exposed to or contracts a contagious disease, I agree to notify the center and I understand that my child will be re-admitted according to the YW3CAs Re-Admission Criteria in the Policy Agreement. Additionally, I understand that if I am notified to pick up my child due to illness, arrangements must be made within one (1) hour.

_____ 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 center directly at 610-323-1888 or clock your child out for the day on Brightwheel, with the reason for absences.

MEDICATION

_____ I understand that YW3CA does not administer any medication, and that I must administer all prescription and over-the-counter medication at home. If diaper cream or sunscreen must be applied during the day, I agree to fill out the Non-Prescription Medical Treatment Instruction, Consent and Waiver Form or the Authorization for Administering Prescription Medical Treatment Waiver and Consent Form and give the medications and completed forms to the appropriate management person in charge. I understand that I must strictly follow all YW3CA policies related to the administration of medication in the center, and that we may refuse to administer any medication at any time, without notice when, at the YW3CA sole discretion, such action is in the best interest of my child.

PERSONAL ITEMS

_____ I understand that the YW3CA 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 TRI-COUNTY 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 child care 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 YW3CA and state regulations.

CELL PHONE FREE ZONE

_____ Cell phone use is not permitted in the school at any time. I agree that I will not use or have my cell phone out at any time on school property.

OUTSIDE FOOD AND TOYS

_____ For the safety of all children food and/or beverages may not be brought in from the outside. We have many children with severe food allergies. We must ensure a safe environment and follow mandated policies for food safety. If you would like to have a birthday celebration for your child, all items must first be cleared with your child's teacher. All the items must be prepackaged with the ingredients and label visible. We are nut free, egg free and latex free school. You are prohibited for giving your child food in the hallways or any other area of the school. Food served in a classroom, may not leave that classroom. Your child may not bring in items from the outside; they may contain small parts that are choking hazards to children. Each toy and learning material supplied by the school is safety for children

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in the school; we do not have this safety check for item being brought from home. Any item (food of toy) that is brought into the school will be disposed of.

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 (YW3CA) policy change or rate change to which both the YW3CA 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 YW3CA's Enrollment Agreement and Policy Agreement. Policies in this contract will supersede all other documents.

Parent Name (Print): _____

Parent Signature: _____

Date:_____

Center Director Signature: _____