

PRECIOUS MOMENTS CHRISTIAN ACADEMY

Student's Name _____ Date of Enrollment _____

Fee: \$ _____ Week / Day M T W H F

Arrival Time _____ Departure Time _____

_____ You are contracted for the dates and times as stated above. If, for any reason your child does not attend: child is sick, child leaves early or for any reason your child is not in attendance, you are still obligated for payment. This will help ensure your child's enrollment without interruption.

_____ The late pick up fee is \$5.00 every 15 minutes, per child after your contracted time. The after hours late pick up fee is \$1.00 per minute, per child after 8:00pm. There are no exceptions. Calling the Center to advise of a late pick up does not waive the late pick up fee.

Parent/Guardian/Sponsor Responsibilities

_____ Initial registration fee is \$35.00 for the first child, \$25.00 for each child thereafter. An annual registration fee is \$25.00 for all children. This fee is assessed each January.

_____ All new enrollments are on a 60-day probationary period. If for any reason we are unable to care for your child, we will give you 5 calendar days to find an alternate care. PMCA reserves the right to terminate your child's enrollment at any time, for any reason.

_____ Students will need a crib sheet and blanket. They will be sent home on Fridays to be laundered. They need to be returned upon the first day back to school. We are not permitted to share linens. If your child does not come to school with cleaned linens we will supply a set and apply a \$5.00 linen fee to your account.

_____ *Emergency Contact, Agreement and Contract* must be reviewed to verify all the information is current and valid every 6 months, or as the need arises.

_____ All your child's belongings must be clearly labeled with his/her name including the extra set of clothes, outerwear, bottles, bibs, diapers and wipes. We are not responsible for any missing items.

_____ If your child is sick, please contact us by phone as early as possible. Children must be 24 hours fever, vomiting and diarrhea free before returning to the Center without the help of medicine, per the Department of Human Services.

_____ Children must be dressed in an appropriate clothing for weather. Please no open toe sandals, backless Crocs, etc. Sneakers are the preferred footwear.

_____ *Child Health Report* must be updated every 6 months or earlier for those children under 12 months of age early for those older than 12 months of age. This is a DHS regulation. It does not matter if the Physician thinks the child does not need one or the insurance company will not cover it. PA DHS mandates every child must have a physical every 12 months while enrolled in the Center.

_____ The Center will be closed in observance of the following holidays: Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Day, Day after Christmas, New Year's Eve, New Year's Day, Memorial Day, Independence Day, Good Friday, Easter Monday, MLK Day and possibly other days to be announced depending on the calendar each year.

_____ PMCA will be open during bad weather, however when the weather is *severe* we will have to close to ensure the safety of our staff and families. Listen to WSBG 93.5 fm, visit www.PreciousMomentsChristianAcademy.org and/or WNEP for our closures and/or delayed openings.

_____ *Withdrawal Policy:* A *Program Withdrawal* notice must be completed two weeks prior to dismissal from the program. Your account will be billed accordingly and must be paid and/or a *Payment Arrangement Agreement* must be completed and approved.

_____ *Change of Schedule:* Any changes that need to be made regarding your child's days or times of attendance must be made on a *Change of Schedule Form* in the office prior to any changes being made. Additional fees may apply.

_____ Your child may be photographed and/or videotaped. This may be for presents, projects or observation and documentation procedures. If you do not agree to having your child photographed you must give the office a written letter to remain in your child's file.

Payment Contract

_____ Payments are due Friday, before the week of care. Statements are handed out at the beginning of each month. A late payment fee of \$10.00 will be applied to accounts for non-payment. Monthly payers must pay by the first business day of the month for the whole current month or a \$30.00 late payment fee will be applied to your account. Bi-weekly payers must pay by Friday of the preceding week or a \$20.00 late payment fee will apply to your account. Services will be terminated once your account reaches two weeks of consecutive non-payments,

PMCA Agreement

_____ Precious Moments Christian Academy is dedicated to the education and preparedness of young children to succeed in school. This is accomplished through selfless staff persons wanting to work in the Early Childhood Education field a long with a strong family partnership. Through the love and commitment of staff, your child is cared *for* loved, schooled and allowed to grow into the best person he/she can be. This is our commitment to you. We thank you for choosing PMCA!

_____ I/We have carefully read over the above agreement and policies of PMCA. For your child to be enrolled and remain at PMCA, I/We agree to adhere to the policies and procedures as stated above. I/We also agree to update emergency information and health assessment forms, whenever necessary. I/We understand and accept the responsibilities for payment procedures and collection process.

Signing below I/We acknowledge that I/We are the responsible party for all payments due to PMCA set forth by this contract.

Parent/Guardian/Sponsor Signature

Date

Print Name

Parent/Guardian/Sponsor Signature

Date

Print Name

Precious Moments Christian Academy

Date