



Family Enrollment Agreement

Complete one form per family

Parent Name	Parent Name	
Address		
First Child Name	Second Child Name <i>(if applicable)</i>	Child Name <i>(if applicable)</i>

Please initial next to each item below to indicate you understand and agree:

SECTION 1: TUITION AND FEES

_____ **REGISTRATION FEE:** I understand that a \$75 registration fee is required for each child at time of enrollment, and again each year at the child's anniversary month. This fee is subject to change.

_____ **ADVANCE REGISTRATION:** If space is available, we may hold a spot for your child in advance with payment of the registration fee and first week's tuition. Payment is non-refundable once made.

_____ **TUITION:** Care is offered by weekly contract or daily reservation. All payments are processed on the Friday prior to the week of attendance by automatic payment from your bank account. The use of a credit card is discouraged and will incur a processing fee of 3.5% per transaction. A completed Tuition Express form must be on file before your child's first day unless an exception has been approved by the director.

_____ **UNPAID TUITION:** If payment in full is not received when due, I agree to pay a late payment fee of \$25 per week that tuition is unpaid. I understand that if my account is delinquent for more than one week, I may be asked to withdraw my child. Any unpaid balances may be referred to a collection agency.

_____ *(if applicable)* **AGENCY REIMBURSEMENT:** I understand that I am solely responsible for obtaining and maintaining authorization from the State of Washington to reimburse Discovery Playtown for tuition and registration fees. If payment for services rendered is not received from the State for any reason, all costs are your personal responsibility and must be paid within 30 days unless other arrangements have been made with the director. All fees other than tuition and registration are your personal responsibility and will be collected each Friday by automatic payment. You are required to provide your bank account information or make other payment arrangements for these fees. Any unpaid balances may be referred to a collection agency.

_____ **CHANGES TO RATE PLAN:** You may request to change your child's schedule and rate plan as needed and subject to our availability. We request that you make no more than one change per month. Weekly tuition rates start at three days per week and require a minimum commitment of one month. Children on a daily reservation schedule will continue to pay the daily rate regardless of the number of days attending in a week, unless switching to a weekly plan.

_____ **PART-TIME CONTRACTS:** All part-time contracts, defined as less than five full days per week, are subject to bumping. If this need arises, we will provide you with two weeks' notice, and also give you the opportunity to increase your contract to hold your child's spot. No tuition credit will be given if you choose to resign sooner than the two-week notice period.

_____ **LATE PICK-UP:** The fee for picking up your child after the maximum number of daily hours for your tuition rate, or after our closing time is \$1 per minute.

_____ **OTHER FEES:** Lunch ordered from Panera Bread: \$7.00. Diapers or pull-ups: \$1.00.

SECTION 2: DAILY PROCEDURES

_____ **DAILY SIGN-IN & SIGN-OUT:** I agree to sign my child in and out each day by the method in use that day (either the front desk kiosk or paper form) at the direction of staff.

_____ **OPEN DOOR POLICY:** Parents are welcome to enter our facility at any time. A background check using the MERIT system must be on file for any unescorted parents. During the COVID-19 pandemic, all adults must remain in the lobby during business hours while adhering to public health mandates, to include wearing a mask.

_____ **HOURS, HOLIDAYS & CLOSURE DAYS:** Regular hours are Monday through Friday, 7:30am to 5:00pm. We operate 12 months a year with closures for holidays and staff development, which can be found in the Parent Handbook. I understand that no credit or refund is given for holidays and staff development days. If inclement weather, power outage, or other circumstance beyond our control requires us to close, we will inform you by phone, email and/or text message. If we must be closed for more than three days in any one week, we will offer a credit of 50% of the weekly tuition.

_____ **ATTENDANCE:** We open at 7:30am and Circle Time begins at 8:30am. All children must arrive by 10:00am or admission may be refused for the day unless prior arrangements have been made with the director. If your child is scheduled for a half-day and you need to extend, please call us to check on availability. Additional tuition will be billed at the applicable daily rate. If your child will be absent, please call us by 9:00am to let us know. No credit is given for absences for weekly contract or standing daily reservations unless during an approved vacation. We close at 5:00pm. If you are running late, please call us at your earliest opportunity to let us know.

_____ **ILLNESS:** We cannot accept children who are ill. Children must be symptom- and fever-free without the use of medication for at least 48 hours before attending. If your child is dropped off ill, we will call you to return and pick them up.

_____ **MEALS AND SNACKS:** Snacks provided by the center are served at 9:30am, 2:30pm and 4:45pm, and lunch is scheduled between 11:30am and 12:15pm. Lunch may be brought from home or ordered through us from Panera Bread for \$7.00 per meal. Meals from home may not contain any type of nuts or nut butters. If your child arrives with foods containing nuts, we will remove the food and replace with a selection from our snack supply. If this does not result in a healthy, balanced meal, or if your child arrived with no lunch from home or one which is deemed nutritionally deficient, one will be ordered from Panera Bread at a cost of \$7.00.

_____ **POTTY TRAINING AND DIAPERING:** You are responsible for bringing the supplies your child needs: wipes, diapers or pull-ups/underwear and a complete change of clothes for your child daily. Please label all items with your child's first and last name. There will be a charge of \$1.00 for each pull-up or diaper supplied by us.

SECTION 3: OTHER POLICIES

_____ **DISCIPLINE:** We use only positive methods of discipline and guidance that encourage self-esteem, which include praise of good behavior, reminding children of behavior expectations, redirection and brief supervised separation when appropriate for the child’s age and development. No corporal punishment, physical/ verbal abuse, abusive language, or withholding of food, naps, or toilet training of any kind is allowed on the premises by anyone. Children who engage in repeated unsafe behavior may be asked to take a break from attendance or may face expulsion at the discretion of the director.

_____ **SPECIAL NEEDS/NON-DISCRIMINATION:** We do not discriminate against any person based on gender, race, color, creed, religion, sexual orientation, gender identity, or national origin, or those persons with physical, mental or sensory disabilities. However, our program cannot provide one-on-one care. If your child has special needs, we require a plan to be on file to adequately meet your child’s needs while in our care, including plans for emergency situations. When children do not comply with staff instructions, do not participate in group activities and learning, and/or engage or involve others in potentially unsafe behavior, parents or caregivers may be called for early pickup and the child may not be permitted to return to the center as determined by the director. We will need documentation and open communication regarding any IEP, IFSP, or medical conditions and a behavior or medical emergency response plan on file.

_____ **MANDATED REPORTING:** As a licensed child care center, we are required by law to report any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation of any kind, to the police or Child Protective Services. Children will not be released to a parent or any other person who is observed to be under the influence of drugs or alcohol, and alternative pick-up persons will be called.

_____ **PHOTO/VIDEO RELEASE:** I hereby grant Discovery Playtown permission to use photographs or video of my child for use with in-house curricula, promotional material, website, social media, and publications. No personally identifying information (such as names) will be associated with these pictures if used. I will make no monetary or other claim against Discovery Playtown for the use of the photographs/video.

_____ **VACATION:** Following six (6) full months of paid enrollment of a child, families may schedule on behalf of their child one week (Monday-Friday) of vacation in the first calendar year (if enrolled and attending by June 1), and two weeks per calendar year for all subsequent years, with a minimum of three weeks’ notice emailed to director@discoveryplaytown.com. A credit equal to the weekly tuition amount for each eligible child will be applied to the family’s Procure ledger during the week of vacation, while regular weekly billing continues. If a family has enrolled multiple children at different times, the vacation policy above applies individually to each child. For extended absences beyond two weeks per year, your child’s spot may be held by paying a weekly recurring reservation fee of 50% of the regular weekly tuition, subject to availability and approval by the director. Vacation time may not be used during or in lieu of a withdrawal notice period. If a child is withdrawn prior to or during vacation, a new non-refundable registration fee will be due in order to return, but only if space is available. We do not pro-rate tuition and there are no credits or discounts for not attending on individual days.

_____ **WITHDRAWAL:** To withdraw, provide a minimum of 14 days’ written notice prior to the start of a week (Monday morning) to: director@discoveryplaytown.com. Verbal notifications, or any communication to another member of staff will not be accepted. You must email the director to establish the notice date. Billing will continue for two full calendar weeks after notice is received.

Parent/Guardian Signature _____ **Date:** _____

Parent/Guardian Printed Name _____

Director Signature _____