

Enrollment Date: _____

PIC Family Agreement (2024-2025)

July 1, 2024-June 30, 2025

As used herein, the term "Center" or "PIC" refers to The Parent Infant Center.

Name of Child _____ Child's Date of Birth _____

Weekly Schedule (check the days that your child will attend) ___M ___T ___W ___TH ___F

Monthly Tuition _____

Child's Approximate Arrival Time _____ Child's Approximate Departure Time _____

Name of Persons Designated to Whom Child May Be Released:

(name) (phone number) (relationship)

(name) (phone number) (relationship)

(name) (phone number) (relationship)

Early Learning Program Families Only

Operations:

The hours of operation for the Early Learning Program are 8:00 AM to 6:00 PM Monday through Friday. With the exception of Scheduled Closure Days and Unscheduled Closure Days (as defined below), service will be provided Monday through Friday, 51 weeks per year. In the event of weather, pandemic, facilities-issues, or other emergency circumstances, the hours are subject to temporary adjustment in support of the health and safety of our community.

Services Provided:

PIC will provide high quality child care and education in the Early Learning Program for children from 6 weeks of age to 5 years.

The PIC food program is included in the tuition and includes two snacks per day and a warm lunch. Pizza is served each Friday and is also included in the monthly tuition.

Tuition:

Tuition is paid on a monthly basis. The monthly tuition is based on the child/children's schedule. The tuition may change if the child's schedule changes. When the child moves to a Toddler room (two-year-olds) or a Preschool-age room (three to five-year-olds,) the tuition will be reduced accordingly. If the child's second or third birthday occurs before such a move, the tuition will be reduced according to his/her birthdate. Tuition will be adjusted on the first of the month if the child's birthdate or move (whichever comes first) is before the 15th of the month and at the first of the following month if my child's birthdate or move is on or after the 15th of the month.

The optional Diaper Program provides disposable diapers and wipes in our Infant/Young Toddler and Older Toddler classrooms for a monthly fee. The Diaper Program is \$25 per month for part-time scheduled families and \$50 for full-time scheduled families. Families have the option to opt in and out of the program at any time.

After School Center Families Only

Operations:

The hours of operation for the After School Center are 3:00 PM to 6:00 PM Monday through Friday. With the exception of Scheduled Closure Days and Unscheduled Closure Days (as defined below), service will be provided during the 40-week period of the current school year. Service will be provided on days the School District dismisses early and on some days that the School District is closed and PIC is open. While subject to change, these days are listed on our website at parentinfantcenter.org. In the event of weather, pandemic or other emergency circumstance, the hours are subject to temporary adjustment in support of the health and safety of our community.

Services Provided:

The After School Center will provide afterschool and holiday care for children in Kindergarten through 4th grades. An afternoon snack will be provided each day and two snacks will be provided each day during full-day holiday care. Children will bring their own lunches for the full-day holiday care days.

Tuition:

Tuition is paid on a monthly basis. Tuition for the months of September through May will be divided into **9 equal monthly payments**. Tuition for the months of June and August will be prorated, dependent upon the school start and end dates set by the School District of Philadelphia calendar.

ALL PIC Families

Tuition Payments:

Tuition is due by the 1st day of the month. If the child's first day is in the middle of a tuition period, the payment for the first month will be prorated. A late fee of \$10.00 per week will be charged for tuition not received by the 5th business day of each month. Families will be billed a \$25.00 fee for any check that is returned by their bank due to insufficient funds.

A late fee will be billed when the child is not picked up by 6 PM (2 PM for children in part-day program). The late fee is \$15.00 for pick-up anytime within the first 15 minutes after our closure time and \$1.00 for each minute thereafter.

Families making electronic payments to PIC will have the funds taken from their accounts by the 5th of each month.

Families receiving a child care subsidy through Child Care Works (CCW) are billed monthly, and the co-payment may be paid on a weekly or monthly basis. Each child's attendance must be reported to CCW monthly.

There is most likely an annual tuition increase. While tuition rates are generally effective from July 1 through June 30, changes/increases may go into effect another month of the fiscal year.

Scheduled Closure Days:

The Center is closed the week between Christmas and New Year's Day, certain holidays, and five days a year for staff in-service training (each a "Scheduled Closure Day"). While subject to change, Scheduled Closure Days are listed on our website calendar at parentinfantcenter.org. **Tuition remains the same each month regardless of Scheduled Closure Days.**

Unscheduled Closure Days:

Tuition will continue to be billed as normal for up to 15 full, cumulative Center business days of emergency or unscheduled *Center-wide* closure(s) due to weather, health concern, government- or health department-mandated closure, facilities-related issue, or other unforeseen circumstance (each an "Unscheduled Closure Day"). Within the fiscal year (July-June), tuition will not be charged for any additional full Unscheduled Closure Days, above and beyond 15 full Unscheduled Closure Days. In such a situation, tuition will not be reimbursed; any paid tuition in excess of the 15 full Unscheduled Closure Days will be credited toward the next tuition bill once the Center reopens.

Facilities Fee:

In addition to the regular tuition, PIC families will be billed an *annual* Facilities Fee in the amount of \$100, typically in September. This fee directly funds the Center's facilities needs and improvements. Families receiving CCW subsidy or who are enrolled in the PreK Counts program will not be billed this fee.

Escrow Deposit:

The tuition escrow deposit is \$750 per child for children in the full-day program; \$350 per child in the part-day program; and \$250 per child in the School-age After School Center. Families with more than one child enrolled at PIC pay the full deposit for the youngest child and ½ of the usual deposit for each additional child enrolled. Families in the PreK Counts program pay a deposit of \$100 if enrolled in the Extended Day program. Families receiving Child Care Works (CCW) subsidy do not pay a deposit.

Withdrawal of Child from PIC:

In order to withdraw a child from PIC, written notice must be provided to PIC's Enrollment Coordinator at least 60 days prior to the withdrawal date. If the parent fails to do so, the tuition escrow deposit will be forfeited.

Once the written withdrawal notice is submitted, PIC will send a Withdrawal Form to the parent using the most recent contact information on file with PIC. The Withdrawal Form must be completed and submitted to the Enrollment Coordinator within 90 days following the withdrawal date. If the Withdrawal Form is not returned to the Enrollment Coordinator within 90 days of the withdrawal date, the deposit will be forfeited. If the Withdrawal Form is completed and returned as required herein, the deposit will be applied in accordance with the Withdrawal Form instructions, within 60 days of the Center's receipt of the Withdrawal Form, provided all of the other financial obligations to the Center have been satisfied. If the financial obligations to the Center (e.g., tuition payment, fees) have not been satisfied, the tuition escrow deposit may be applied to the balance of the unpaid financial obligations.

Change in Schedule:

Families must give 30 days' written notice if they wish to reduce the number of days the child is enrolled. If the child is enrolled on a part-week schedule, days may not be switched, except at the discretion of the Director. However, days may be occasionally added, with one week's notice, if space permits. Families will be billed the daily rate for those additional days. Long-term schedule changes must be approved by the Enrollment Coordinator.

Leave of Absence/Vacation Policy:

An extended leave of absence may be taken under the following circumstances:

- Four-to-ten-week leaves require a 30-day written request and prior consent from the Enrollment Coordinator.
- During the leave of absence, families are responsible for payment of *one-half of their current monthly tuition* for each month of the leave.
- An effort will be made to return a child to the same classroom upon return, although space in the same classroom cannot be guaranteed. Occasionally, this transition time is used to move the child to the next classroom.

Program Activities:

I understand that the Center activities will occasionally include walks and/or field trips away from the Center. Signing this Agreement gives consent for the child's participation in all activities of the Center.

Liability:

The undersigned parents and legal guardians assume all risk of injury or harm to the child while the child is at the Center or on approved field trips, and agrees to fully release, indemnify, defend, and forever discharge the Center, its owners, directors, employees, and agents of and from all liability, claims, damages, costs and expenses in respect of death, injury, loss, or damage to the child, or by the child, howsoever caused, arising out of the child's participation in the Center.

Injuries:

Should the child be injured or become ill while participating in the program, signing this Agreement authorizes the administration of such first aid and medical services to the child as the circumstances require and releases the Center, its officers, directors, agents, and employees from the liability for any injuries of any nature suffered by the child or by the parent, by reason of any first aid, medical, or other service performed or not performed upon the child, save those injuries or damages which are due exclusively to the gross negligence of the Center, its officers, directors, agents, servants, or employees.

Email Lists:

In signing this Agreement all parents and guardians acknowledge that any email list(s) used by the Center is proprietary and is intended for the use by the Center to conduct Center business. Parent/guardian agrees that they will not use the Center's email list(s) for personal use unless the Center consents in advance. Like all communication within the Center, the expectation is that email content will be productive, respectful and appropriate at all times.

Termination of Services:

The Center may terminate this Agreement upon two weeks' written notice if the Executive Director determines that the best interests of the Center are served by such termination.

The Center may decline enrollment or may require the withdrawal of an enrolled child from the Center at any time if the Center determines—at its own discretion—that legitimate safety standards necessary for the safe operation of the Center and/or for the child's own safety are unable to be satisfied.

The Center may terminate or suspend its obligations and duties under this Agreement upon 24 hours notice to the child's parent/guardian when the parent/guardian materially breaches their obligations or duties under either this Agreement and/or the Parent Infant Center's Family Handbook.

Health Report:

Every child must have an annual health appraisal (semi-annual for infants) and that the child may be suspended from the Center if the family does not provide the Center with a new form by the time the previous one expires. The Center's health guidelines as outlined in the Family Handbook must be abided by all families.

Family Handbooks:

Every family is expected to read and adhere to all family handbooks distributed by the Center. All handbooks are available on PIC's website at www.parentinfantcenter.org.

As noted in the Family Handbook , all members of the Center community are expected to exhibit and promote productive, respectful behavior. As an integral member of the Center community, all parents and guardians agree to maintain appropriate written and verbal communication with teachers, administrators, fellow parents/guardians and children at all times.

I understand that by signing this Agreement, I am agreeing to adhere to all the policies outlined herein.

Parent or Guardian Name

Parent or Guardian Signature

Parent or Guardian Name

Parent or Guardian Signature

Date