



Enrollment Agreement (2016–2017)

Welcome and thank you for choosing Pei-Pei's Playhouse. Our goals are to care for your child, to provide opportunities to explore and learn safely, and to nurture and celebrate your child's growth through consistent encouragement.

Registration

Registration for Pei-Pei's Playhouse is open throughout the year. To enroll and ensure placement for your child, please provide the following:

- Enrollment Agreement
- Intake Form
- \$100.00 deposit made payable to Pei-Pei Heikkinen

These completed and signed items should be provided to Pei-Pei's playhouse (mailing address: 544 S. Owen Dr., Madison, WI 53711). Once you've submitted the forms, you have three days to make changes to the contract and/or schedule. After that time, your child's spot will be held according to the schedule indicated on the registration form and you will be responsible for the monthly payment.

Enrollment Options

Pei-Pei's Playhouse offers the following options for enrollment:

- Full-time: 7:30 am to 4:30 pm, Monday through Friday
- Part-time: 16-20 hours per week. Exact days and hours are agreed by Pei-Pei's Playhouse and the parent/legal guardian(s) of the child.

Deposit

The \$100.00 non-refundable deposit will be applied to your child's last month enrollment fee.

Payment

The monthly payment is based on the schedule you selected for your child. The monthly payment for all is due by the 5th of every month. The monthly fee will not be adjusted due to child absence, vacation in the midst of the school year, or holiday closures/breaks. If your check is denied by the bank, you will be charged a \$30.00 fee plus the balance due for childcare and any bank fees incurred by Pei-Pei's playhouse. If a check is denied, payment must be made within 24 hours by alternate means (cash, cashier's check) or childcare will not be provided. Checks should be made payable to Pei-Pei Heikkinen.

Pick Up and Drop Off

Pick up and drop off times should be promptly followed, and Pei-Pei's Playhouse should be notified immediately of extraneous circumstances that could impact pick up schedules. There will be a fee of \$15/day assessed for chronic late pick up.





2016-2017 School Year Holidays Observed/Closures

Pei-Pei's Playhouse will be closed on the following dates to observe these holidays:

- September 5 - Labor Day
- November 23-25 - Thanksgiving
- December 23-27 - Winter break
- December 30- January 2, 2017 - Winter break
- January 16, 2017 - Martin Luther King, Jr. Day observed
- May 29, 2017 - Memorial Day

Vacation and Personal/Sick Days

Pei-Pei's Playhouse may be closed for up to 4 weeks of vacation. No payment is required during this time. You will be notified at least 30 days in advance of any closure due to vacation. Parents are responsible for making other arrangements for childcare during this time. The provider may also take two compensated sick/personal days during the term of this contract.

Medications

Written consent is required for dispensation of any medication. All prescriptions must be in original containers labeled with the child's name. All non-prescription medications must be in original containers bearing the original label, child's name and age, expiration date, and directions for dosages. Children on medication must remain out of care for 24 hours from the time of the first dose of medication before returning to care. This is to protect the child in case of allergic reaction to the medication. No exceptions will be made. If a child refuses to take medication, the parent will be notified and must come to administer the medication. Pei-Pei's Playhouse requests that medication be given by parents at home whenever possible, especially eye drops and nebulizing treatments.

Illness

Children will be visually screened as they arrive. Children will be isolated in the event that they are ill. If a child exhibits any of the following symptoms, he or she will need to be picked up:

- Fever of 100 degrees or higher
- Communicable disease
- Diarrhea
- Draining rash
- Eye discharge or pinkeye
- Lice or nits
- Asthma flare up and no medication provided
- Too tired or ill to participate in normal activities

Your child will be allowed to return when he or she is free of symptoms for 24 hours or with a doctor's authorization to return. In the event that your child is sick, I will try to reach you twice, with 15 minutes passing between each contact. After that, if I am unable to contact you, I will call your emergency contacts. If after one hour, no one has come to pick up your child and I am still unable to contact you, I will contact your pediatrician and/or the Wisconsin Department of Children and Families and follow their recommendations.

Website Photos

Occasionally, Pei-Pei's Playhouse will take photos of children in our care to use in promotional materials. Please indicate or decline your permission for this on the Permission and Release Form.





Enrollment Requirements

The following documents and fees will be required before your child may be placed in care:

- Enrollment Agreement signed by both parents or custodial parent
- Intake Form
- Pick up Authorization Form
- Permission and Release Form
- Child Health Report (provided by physician)
- Wisconsin Immunization Form (provided by physician)
- \$100.00 Deposit

Termination of Contract

If your child becomes severely ill, requiring hospitalization, or if your child or family must move out of Dane County unexpectedly, this contract may be terminated at our discretion. If you terminate for any other reason, your family will be responsible for all payments for the remaining duration of the contract.

Enrollment Agreement

I understand the Enrollment Agreement, which explains all of the policies in place at Pei-Pei's Playhouse, including payments, vacations and absences, and termination. I understand that contracts are renewed annually at which time I will receive an updated Enrollment Agreement. Should changes be made to the Enrollment Agreement policies throughout the year, I will be notified in writing.

*This is an agreement between Pei-Pei's Playhouse and _____
 [parent/s] to provide childcare for _____ [child] beginning
 on _____ [date]. At the time of admission, the undersigned parent or guardian agrees
 that care will be billed at the monthly rate of \$ _____ [rate] based on care being provided for
 the following hours/days: Mon Tue Wed Thu Fri [circle days that apply] from _____ [start
 time] to _____ [end time].*

I understand that Pei-Pei's Playhouse provides healthy snacks/meals but is not nut, soy, gluten, wheat, etc. free environment. We can refrain from serving meat at the parents' request.

I acknowledge that I have reviewed and understand the Enrollment Agreement for Pei-Pei's Playhouse. I have read it thoroughly and agree to abide by the policies set forth in the agreement.

Signature of Parent or Guardian Date

Signature of Parent or Guardian Date

Signature of Provider Date

