





### **School Year Holidays Observed/Closures**

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

- Labor Day
- Thanksgiving
- Winter break
- Martin Luther King, Jr. Day observed
- Good Friday - PPP will close at 1 pm
- Easter Monday
- Memorial Day
- Independence Day - this does not apply to families who do not need childcare during the Summer months.

*Specific dates vary each school/calendar year and will be announced via email in a timely manner.*

### **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. Families will be notified via email at least 3-6 months 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 three 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

