

MORLEY EXTENDED DAY CARE, Inc.
ENROLLMENT POLICY and CONTRACT: 2016-2017

Parent/Guardian Name _____

Mailing Address _____ Zip _____

Phone Numbers H: _____ W: _____ Cell: _____

E-mail Address _____

SESSIONS: Before School (AM) = 7:15-8:30
After School (PM) = M, T, Thu, F: 3:20-6:00 Wednesday: 2:00-6:00

CHILD's NAME _____
Grade as of 9/16 _____

CHILD's NAME _____
Grade as of 9/16 _____

Please circle the days and times needed and include a deposit equal to one month's tuition with this Contract. (The deposit is non-refundable but will be applied to September tuition).

| | | | | | |
|-----------|----|----|-----------|----|----|
| Monday | AM | PM | Monday | AM | PM |
| Tuesday | AM | PM | Tuesday | AM | PM |
| Wednesday | AM | PM | Wednesday | AM | PM |
| Thursday | AM | PM | Thursday | AM | PM |
| Friday | AM | PM | Friday | AM | PM |

*****Monthly Fee Schedule*****

Families with more than one child enrolled simultaneously will pay the full fee for the oldest child and will receive a 5% discount for the second (third, etc.) child.

The fee for the second (third, etc) child from the same family is noted in italics.

| <u># of Days Per Week</u> | <u>Before School</u> first child/second child | <u>After School (M, T, TH, F)</u> first child/second child | <u>After Including Wed.*</u> first child/second child |
|---------------------------|--|---|--|
| 5 | \$160 / \$151 | | *\$281 / \$268 |
| 4 | \$130 / \$124 | \$202 / \$ 192 | *\$233. / \$ 221 |
| 3 | \$99 / \$95 | \$152. / \$145 | *\$180 / \$172 |
| 2 | \$67 / \$ 64 | \$103 / \$ 98 | *\$131 / \$125 |
| 1 | \$34 / \$ 32 | \$52 / \$49 | *\$84 / \$80 |

Total for ALL MORNINGS AND AFTERNOONS: \$414.00 / \$393.00

*In order to secure your child(ren)'s enrollment, please select a payment option and return your deposit with this form.
Your deposit will be applied toward your September tuition fee.*

PAYMENT OPTIONS:

Option A: Full payment of September tuition, upon registration with this form

Option B: 1/2 payment of September tuition due upon registration with this form, 1/2 payment due no later than June 6

Option A: TOTAL REGISTRATION DEPOSIT ENCLOSED _____

Option B: AMOUNT ENCLOSED _____ BALANCE DUE no later than June 1 _____

STATEMENT OF UNDERSTANDING

ENROLLMENT POLICY AGREEMENT / POLICIES AND PROCEDURES / BEHAVIOR EXPECTATIONS

I have read and understood the 2016-2017 *Enrollment Policy* on page 2 of this contract. I acknowledge and understand that the schedule I choose and the monthly financial obligation associated with that schedule is BINDING. I understand that if I choose to withdraw my child from any day(s) that I have reserved, I must do so in writing with one month's notice, and I will remain responsible for that month's tuition.

I acknowledge that, upon receipt of the *Parents' Handbook*, it is my responsibility to become aware of MEDC's policies and procedures.

MEDC's policy regarding *Behavior Expectations and Management* has been presented to me and I have received a written copy of the policy. (The Behavior Management Policy statement included with this Contract must be signed and returned by a parent or guardian.)

Parent/Guardian
Signature _____

Date _____

Morley Extended Day Care, Inc. ENROLLMENT POLICY

Currently-enrolled children may be registered for the upcoming year upon receipt of the *Enrollment Contract* and the *MEDC Handbook of Policies and Procedures*, which are distributed in April. Incoming kindergarten siblings of current and former MEDC enrollees will be registered after currently-enrolled children and before children on the Waiting List.

Currently-enrolled families may register their children before enrollment is open to the public. Parents of currently-enrolled children will have the current year's spaces (spaces held as of a specified date) held for the first 5 business days of the priority registration period. If the Contract and deposit are not received by the MEDC office within that time period, the spaces will be made available to other current MEDC families.

After a clearly-stated date, registration will be open to families on the waiting list, and remaining spaces will be filled on a first come, first-served basis. **Space is LIMITED, spaces are filled on a first-come, first-served basis, and there is no guarantee of enrollment.**

Parents are bound to the *schedule* to which they commit on the Enrollment Contract, as well as to the *financial obligation* associated with that schedule. Schedules may be changed with one month's written notice if space is available. Children may be withdrawn from any days that have been reserved with one month's written notice; the parent remains responsible for that month's tuition.

Payment of one month's tuition must accompany the Enrollment Contract as a non-refundable deposit which secures the child's space. Two payment options are offered. Full payment of the deposit must be made by a specified date. The deposit will be applied to September tuition.

With the Enrollment Contract, parents/guardians receive the *MEDC Handbook of Policies and Procedures*. A parent/guardian is required to sign a *Statement of Understanding* (at the bottom of the contract) acknowledging receipt of this Handbook and stating that you have read and understood MEDC's policies and procedures, including the Behavior Management policy. The contract will not be accepted and children will not be registered until the Statement of Understanding is signed.

Upon receipt of your child's Enrollment Contract and deposit, you will receive (via e-mail) a *Confirmation of Enrollment*. With the Confirmation, you will receive all of the paperwork that must be completed and returned to the MEDC office by a specified date. Your child's *Enrollment Form* and *Emergency Data Form* must be updated annually. *Health forms*, including immunization records, are required upon initial registration and prior to entering third grade. ***Your child will not be permitted to attend MEDC until the Statement of Understanding has been signed and all paperwork has been processed by the MEDC office.***

Additional information regarding the Registration process may be obtained on our website, morleyextendeddaycare.com.

2016-2017

The first day of school will be August 31, 2016.

For children in grades 1-5, the first day of MEDC will be August 31.

For kindergarteners, the first day of MEDC will be September 1.

Morley Extended Day Care
Policy regarding BEHAVIOR EXPECTATIONS and MANAGEMENT / Statement of Understanding

MEDC's Mission Statement is to 'nurture individual children's growth in a safe, comfortable, and enriching environment' where they feel welcome and secure.

At MEDC, we endeavor to meet the needs of different age groups and individual interests. We provide time, space, opportunity, supervision, and encouragement for children to do homework, engage in gross motor and fine motor activities, and participate in peer-oriented Club programs. We provide choices and opportunities for children to make decisions and accept consequences.

The MEDC staff is committed to providing the safest environment for each child. As part of that commitment, we accept responsibility for setting limits and for monitoring children's behavior. We also acknowledge our responsibility to take appropriate action if inappropriate behaviors are exhibited by a child or by a group of children.

The following behaviors are not acceptable at MEDC because they set bad examples, disrupt the activities of other children, or endanger children and/or staff:

- Bullying (physical, verbal, or emotional) or intimidating
- Using inappropriate physical contact (such as hitting, kicking, spitting, fighting, etc.)
- Swearing or using inappropriate language
- Disregard for the rules of MEDC
- Destruction of property

If, in the opinion of our staff, your child is unable to maintain appropriate behaviors and/or puts the wellbeing of other children or staff in jeopardy, or risks injury to himself/herself, the following actions will be taken:

- Staff will use respectful and positive discipline techniques to guide and redirect the child's behavior.
- If the misbehavior persists, the child will be removed from the activity and placed in supervised time-out. At the end of a specified amount of time (one minute for each year of age), the teacher and the child will briefly review the incident and will brainstorm alternative strategies in case the incident recurs.
- The parent or guardian will receive two copies of a 'Caring and Sharing' note describing the incident and the action taken. A parent/guardian is expected to sign and return one copy of the Caring and Sharing note.
- At the discretion of the Director, a meeting may be called between the child, the parents/guardians, and the Director. Solutions to behavioral problems will be discussed and may include a Behavior Modification Plan.
- In cases of severe or dangerous misbehavior, a parent or guardian will be called and asked to pick up the child within one hour. The child will not be permitted to return to MEDC unless and until all parties have met to determine whether the structure of our program is suitable for the child. The child might be suspended for a period of two or more days. If it is decided that the child may continue attending MEDC, a behavior plan will be implemented to encourage positive behaviors and the child will be placed on probation.
- If another incident occurs after the above-listed measures have been taken, **OR** if misbehavior is persistent or severe (such as aggressive, destructive, or anti-social displays), **OR** if the behavior (even if not persistent) is (in the judgment of the MEDC Director and staff) dangerous to the child or others in the program, the child may be permanently dismissed from MEDC. A child who is permanently dismissed is not eligible for reinstatement.

The MEDC staff will continue to strive to create the best possible environment for your child to be successful in our program.

Please **SIGN AND RETURN** a copy of this letter to acknowledge your understanding of this policy. Thank you.

Parent/Guardian Signature _____ Date _____

Child's name (Please PRINT) _____