

GREENWAY CREATIVE LEARNING CENTER, LLC CONTRACT AND POLICY GUIDELINES FOR 2019-2020

PAYMENTS: ENROLLMENT IS A COMMITMENT TO OCCUPY A SPACE IN THE PROGRAM. THE WEEKLY ENROLLMENT FEE APPLIES TO WEEKS WITH HOLIDAYS, SNOW DAYS, SICK DAYS AND/OR DAYS THAT YOU CHOOSE NOT TO SEND YOUR CHILD TO THE CENTER. FEES ARE DUE EVERY WEEK THAT THE CHILD IS ENROLLED IN THE PROGRAM. PAYMENTS ARE DUE 6PM THE FRIDAY PRIOR TO THE COMING WEEK OF CARE/SERVICE. IF YOU HAVE AGREED TO MAKE MONTHLY PAYMENTS THE AMOUNT SHOULD BE 4.35 X WEEKLY TUITION AMOUNT AND IS DUE BY THE 5TH OF EACH MONTH OF CARE. PAYMENTS WILL ONLY BE ACCEPTED VIA PAYPAL.COM. BETHLEHEM PAYMENTS WILL BE MADE TO GWYCLC@GMAIL.COM, EASTON PAYMENTS WILL BE MADE TO GWYCLCEAST@GMAIL.COM

LATE FEES: A FEE OF \$10 WILL BE CHARGED WHEN A PAYMENT IS MADE AFTER 6PM ON THE FRIDAY PRIOR TO CARE. \$25 WILL BE CHARGED WHEN A PAYMENT IS MORE THAN 5 BUSINESS DAYS LATE. AN ADDITIONAL FEE OF \$25 WILL BE CHARGED IF LATE BY 10 BUSINESS DAYS. ALL LATE FEES WILL BE INVOICED AND PAID VIA PAYPAL INVOICES. IF NO PAYMENT IS RECEIVED BY THE 15TH BUSINESS DAY, YOUR ACCOUNT WILL BE FORWARDED TO THE LOCAL MAGISTRATE.

LATE PICK UP FEE: A LATE PICK UP FEE OF \$10 WILL BE CHARGED FOR THE FIRST FIFTEEN MINUTES AFTER YOUR DESIGNATED PICK UP TIME, WITH AN ADDITIONAL \$5 FOR EACH ADDITIONAL 5 MINUTES THEREAFTER. CASH PAYMENT IS DUE AT THE TIME OF PICK UP.

RETURNED CHECK FEE: \$25 FEE WILL BE CHARGED FOR ANY RETURNED CHECKS.

REGISTRATION FEE: A FEE OF \$25 PER CHILD OR \$50 PER FAMILY IS PAYABLE AT THE TIME OF INITIAL ENROLLMENT TO RESERVE YOUR CHILD'S PLACE IN THE PROGRAM. THIS FEE IS NON-REFUNDABLE. IF YOUR CHILD IS UNABLE TO START ON YOUR START DATE, AND IT GOES BEYOND 3 WEEKS FROM THAT DATE, FEE MUST BE RESUBMITTED.

NEW 2019-20 TUITION STRUCTURE TO CONTROL AND PLAN PAYROLL COSTS ARE AS FOLLOWS:

AGE GROUP:	DROP IN	10-20HRS	21-30HRS	31-40HRS	41-HRS
3 AND UP	\$10/HR	\$160	\$170	\$180	\$190
18-35 MONTHS	\$11/HR	\$175	\$185	\$195	\$205
3-17 MONTHS	\$12/HR	\$190	\$200	\$220	\$230

BEFORE/AFTER CARE: \$75/WEEK UP TO 15 HOURS/WEEK*Sibling discount 10% on second child of lower rate.

We do not hold enrollments over summer. Fall enrollment is first come first serve. Children who are enrolled over Summer, full or part time, take precedence. . Limited Drop-in care available with 1 week's notice.

SNOW DAYS AND HOLIDAYS: PLEASE WATCH YOUR EMAIL OR FACEBOOK GROUP PAGE FOR UPDATES. FULL DAY CHARGE WILL BE DUE FOR K/SCHOOL AGE STUDENTS. WE STRIVE TO KEEP SNOW DAYS TO A MINIMUM AND GENERALLY FOLLOW THE SNOW EMERGENCY ALERTS FOR LOCAL MUNICIPALITIES. THE CENTER WILL BE CLOSED FOR FULL DAYS ON MEMORIAL DAY, INDEPENDENCE DAY, LAOBR DAY, THANKSGIVING, CHRISTMAS EVE AND DAY, NEW YEAR'S DAY. THE CENTER WILL CLOSE AT 1 PM ON EASTER FRIDAY, BLACK FRIDAY AND NEW YEAR'S EVE.

SICK DAYS: IN THE EVENT OF EXTENDED ILLNESS THE FULL FEE IS DUE FOR THE FIRST WEEK OF ABSENCE, ½ IS DUE FOR THE SECOND AND THIRD WEEKS OF ABSENCE. FEES WAIVED THE BEGINNING OF THE FOURTH WEEK. PLEASE HAND ANY PRESCRIPTION MEDS TO BE GIVEN TO YOUR CHILD TO THE TEACHER IN CHARGE, WITH WRITTEN INSTRUCTIONS. FILL OUT THE MEDICATION SHEET. THE BOTTLE MUST SHOW THE NAME OF THE CHILD, PRESCRIPTION NUMBER, DOCTOR AND DOSAGE.

SICK POLICY: THE CENTER WILL NOT ACCEPT FOR CARE, NOT MAINTAIN IN CARE CHILDREN WHO HAVE: PINK EYE, RINGWORM, SCABIES, LICE, CROUP, DIARRHEA, ORAL TEMP OF 100 OR ABOVE, AUXILIARY TEMP OF 99 OR ABOVE, RASH WITH TEMP, CHICKEN POX, UPPER RESPIRATORY INFECTION WITH RASH, IMPETIGO, REPEATED OR PROJECTILE VOMITING OR VIRAL HEPATITIS.

A CHILD WHO HAS BEEN OUT SICK OR SENT HOME WITH ONE OF THE ABOVE AILMENTS MUST BE FREE OF SAID AILMENT FOR 24 HOURS BEFORE RETURNING TO CARE. DOCTOR'S RELEASE MAY BE REQUESTED. IF YOUR CHILD HAS A RASH, FEVER IS VOMITING OR HAS ACTIVE DIARRHEA OR OPEN SORES YOU MAY NOT BRING THEM IN FOR CARE.

TERMINATION OF SERVICE: TWO WEEKES WRITTEN NOTICE IS REQUIRED. IF NOT GIVEN, CLIENT WILL BE CHARGED FOR THOSE TWO WEEKS OF SERVICE. CONTRACT MAY BE TERMINATED AT THE PROVIDER'S DISCRETION IF IT IS APPARENT THAT CONTINUED CARE WOULD BE DISRUPTIVE OR DETRIMENTAL TO OTHER PROGRAM PARTICIPANTS OR STAFF.

GUIDELINES: PLEASE SIGN YOUR CHILD IN AND OUT DAILY! PLEASE BE SURE YOUR CHILD HAS AT LEAST ONE CHANGE OF LABELED SEASONALLY APPROPRIATE CLOTHING AT ALL TIMES, INCLUDING SEASONALLY APPROPRIATE FOOTWEAR, A LABELED WATER BOTTLE, DIAPERS AND BAGGED LABELED NAP GEAR IF IN USE. CUBBIES MUST BE CLEANED OUT WEEKLY AND NAP BAGS TAKEN HOME WEEKLY FOR LAUNDERING TO ENSURE COZY CLEAN NAP TIME!!

COMMUNICATION: ALL DAILY CHILD SPECIFIC COMMUNICATION WILL BE MADE VIA CENTER APP. ANY CONTRACTUAL, MEDICAL OR BEHAVIORAL COMMUNICATION WILL BE VIA CENTER EMAIL. ALL PROGRAM INFO WILL BE POSTED ON LOBBY BOARD AND FACEBOOK PAGE.

GREENWAY CREATIVE LEARNING CENTER, LLC CONTRACT AND POLICY GUIDELINES FOR 2016

SUBMIT TO:

GREENWAY CREATIVE LEARNING CENTER, LLC, PO BOX 196, NAZARETH, PA 18064

THE UNDERSIGNED AGREES TO BE BOUND TO THE CONTRACT ENROLLMENT FOR THE CURENRT ENROLLMENT YEAR.

NAME OF CHILD: _____ DATE OF BIRTH: _____

ADDRESS: _____ PHONE: _____

_____ DL OR SS#: _____

START DATE: _____ SCHEDULE: M T W R F _____ TO _____

SIGNATURE: _____ DATE SIGNED: _____

EMAIL USED FOR PAYPAL: _____ NEWSLETTER EMAIL: _____

PHOTO RELEASE STATEMENT: I BEING THE PARENT AND/OR GUARDIAN OF _____ A MINOR CHILD, BY SIGNING THIS MODEL RELEASE, GIVE FULL AND UNCONDITIONAL PERMISSION TO GREENWAY TO USE HIS / HER LIKENESS FOR ADVERTISING PROGRAMS WEBSITE PROMOTIONS. I WAS NOT PROMISED ANY COMPENSATION OR PAYMENT FOR THIS PERMISSION AND WILL NOT SEEK SAME.

SIGNATURE: _____ DATE: _____