

# Bucks County Community College

## Early Learning Center Agreement – 2024-25 Bucks Staff/Alumni

Parent ID Number \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Name of Child \_\_\_\_\_

Child's birthdate \_\_\_\_\_

Address \_\_\_\_\_

E-Mail Address (Required) \_\_\_\_\_

Cell Phone # (Required) \_\_\_\_\_

Persons (other than the registering parent) to whom my child may be released at the end of his/her day (this person must also be included on emergency contact form)

Name: \_\_\_\_\_

### Program

Toddler (2-3 years)     Preschool (3-4 years)     Pre-K (4-5 years)

Does your child have allergies?  Yes     No

Does your child have diagnosed special needs?  Yes     No

If yes, explain \_\_\_\_\_ \*Please submit a copy of the IEP upon enrollment.

### Fees Required

A non-refundable \$50 deposit consisting of registration and insurance fees are to be paid at the time of registration. Half Day = up to 4 hours. Full Day = up to 8 hours. Bucks staff/alumni discounted fees are as follows:

Days	Per Week
2 half days	\$60
2 full days	\$110
3 half days	\$90
3 full days	\$165
4 half days	\$120
4 full days	\$220
5 half days	\$150
5 full days	\$275

### Related Information

- Parents will be charged for all days for which a child is registered for care.
- The ELC will close for inclement weather when BCCC closes.
- Refunds will not be given for holidays, in-service, emergency closings, child illness or unplanned absences.
- Planned vacations must be filed in writing two weeks prior with the ELC Director.
- Early Learning Center withdrawals must be filed in writing two weeks prior with the ELC Director.
- Late pick-up: \$15 an hour will be charged if the ELC is open, after closing time a fee of \$1.00 a minute will be charged.

### Regulations

- Minimum Age: Child must be at least two years old by the beginning of the semester to participate in preschool program, and at least three years old by the beginning of the semester to participate in the pre-k program. Children are placed into programs according to developmental level, with the ELC director making all final decisions, with input from staff and parents.
- Self-Help Skills: Pre-K children, ages 3-5 years, must have achieved toilet learning and be able to handle toileting needs independently. Exceptions are made on a case by case basis for documented physical disabilities.
- The child's guardianship papers may be required at registration.

**Parents are required to:**

- Pay tuition when billed.
- Provide Emergency Contact form, Child Health form and Civil Rights form.
- Sign child in and out of the Early Learning Center each day. Notify the ELC when child is not coming to school or will be more than 15 minutes late.
- Give written notification to director or teacher if anyone other than the enrolling parent will pick-up child.
- Read notices on doors, Parent Bulletin Board and in mailboxes.

Please fill out which scheduled days and the times your child will be attending. Please note a half day is up to 4 hours, and a full day is up to 8 hours.

The ELC program operates from 8:30am - 4:30pm, Monday - Friday.

	Drop-off time	Pick-up time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**Photographic Permission**

My child \_\_\_\_\_  
 may  may NOT, be included in Early Learning Center and Bucks County Community College photographs and videos, including those taken for documentation of activities and behavior, and those released to the media for public relations/publicity.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Sunscreen Permission**

I give permission to the staff of the Bucks County Community College Early Learning Center to apply sunscreen provided to my child's exposed skin. The sunscreen has been supplied by me and labeled with my child's name. Supplying the sunscreen and permission does not take the place of my obligation to apply sunscreen to my child's exposed skin on a daily basis before school, from May 1st to September 30th.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Contact Permission**

The ELC likes to facilitate a sense of community amongst the enrolled families. To support these relationships the ELC provides each family a class list with e-mail addresses and phone numbers. If you want to be part of this please sign below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- I understand that the enrollment of my child may be terminated for unpaid balances, non-compliance with center paperwork requirements or for disregarding center regulations.
- I have read and understand this agreement.
- I have read and understand the contents of the parent handbook and ELC COVID-19 Health & Safety Plans.
- I agree to update the emergency contact/parental consent form information whenever changes occur or every six months at a minimum.
- I understand that my child's enrollment will be discontinued if the ELC cannot meet his or her needs within current program parameters or with reasonable accommodation.

I agree to the above/state that the information above is correct.

\_\_\_\_\_ Application Date

\_\_\_\_\_ Signature of Parent or Guardian

\_\_\_\_\_ Admission Date

\_\_\_\_\_ Signature of ELC Director

