

Bucks County Community College

Early Learning Center Agreement – 2019-20 Bucks Staff/Alumni

Parent ID Number _____

Child 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

Preschool (3-4 years) or 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 \$30 deposit consisting of registration and insurance fees are to be paid at the time of registration. Half Day = up to 4.5 hours. Full Day = up to 9 hours. Bucks staff tuition fees for ELC are as follows:

Days	Per Week
2 half days	\$50
2 full days	\$90
3 half days	\$75
3 full days	\$135
4 half days	\$100
4 full days	\$180
5 half days	\$125
5 full days	\$225

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 three years old by the beginning of the semester to participate in preschool program, and at least four 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: Child 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 4.5 hours, and a full day is up to 9 hours.

	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 _____

- 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.
- 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

