



Mary's Learning Academy, LLC 6763-6767 Germantown, Philadelphia, PA 19119 (215) 844-2279

## **2021-2022 Enrollment Agreement**

This agreement must be signed to be enrolled in Mary's Learning Academy, LLC for the 2021-22 school year.

Child's Name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

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**1. Enrollment Year:** The enrollment year begins September 13, 2021. All enrollment agreements effective for the 2021-22 school year .

MLA has many program offerings. Please select the program that best suits your child care needs.

**\*\*\*\*\*Please choose a 10 hour or less window of care. Additional charges may apply for children dropped off prior or picked up after the agreement time.\*\*\*\*\***

Mark with a [X] the Program	Programs	Hours	Monthly Tuition
	Infant		\$1515.50
	Young Toddler		\$1515.50
	Older Toddler		\$1407.25
	Preschool/ Pre K		\$1255.70
	School Age		\$974.00
	Registration/ Enrollment Fee		\$75.00 x ____ = ____

**2. Hours:** MLA will operate Monday to Friday from 7:30 am to 6:00 pm. Part time hours are Available.

3. **Schedule:** MLA will be closed in the following days during 2021-22:

Dates	Holidays
Monday, September 6, 2021	Labor Day
Thursday, November 11, 2021	<b>In Service</b>
November 25 -November 26, 2021	Thanksgiving Break
December 23, 2021 -January 4, 2022	Winter Break
Monday, January 17, 2022	Martin Luther King Jr. Day
Monday, February 21, 2022	President's Day
Friday, April 15, 2022	<b>In Service</b>
Monday, May 30, 2022	Memorial Day
June 20, 2022 (observance)	Juneteenth
Monday, July 4, 2022	Independence Day

EARLY DISMISSAL DAYS - 3 pm

Monday, October 11, 2021	Friday, March 18, 2022
Friday, February 18, 2022	Friday, May 27, 2022

4. **Tuition/Fees:** Brightwheel is the preferred method of payment.

**Tuition will be automatically deducted from the designated account on Brightwheel.**

Parents have two payment options:

- a. Once a month payment due on or before first of every month
- b. Twice a month; payment 1 due on or before the 1<sup>st</sup> and payment 2 due on the 15<sup>th</sup>.

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**\* I wish to OPT OUT of the automatic tuition payments. I understand that I will pay tuition three days prior to each due date. \_\_\_\_\_ (Initials)**

***\*If you wish to opt out of automatic deductions, tuition must be paid THREE days before each due date. Tuition can be paid in the form of money orders, checks, credit or debit. Receipts will be given for all tuition payments.***

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- Tuition is due regardless of attendance ( illness, emergency, weather related, vacation, holiday or in service closures)

A \$50.00 fee will be charged for returned checks or NSF for each occurrence. All payments not received by the due date will be subject to an additional \$25.00 DAILY late fee and access to the program may be revoked until payment is made.

If you are late after the 1<sup>st</sup> occurrence, the remaining late payment fees will increase to \$50 for each occurrence thereafter.

***\*If payment is not made within 5 days, your agreement is terminated and your child will be removed from the program.\****

5. **Late Fees:** Will be charged to parents \$1.00 per minute after agreement time.

Example:

6:01 pm and beyond	\$1.00 per min.
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6. **Discounts:** Sibling rate (10%) off applies to the youngest child's rate only. Sibling discount is available when two or more children are enrolled in full time care.

7. **Arrival Time:** MLA hours are 7:30 am to 6:00 pm for children attending full days. We understand that not all families need to have their children here that early in the morning. We ask that all children arrive by 9:00 am. Please adhere to your scheduled drop off and pick up times.

8. **Absences and Lateness:** In order for children to obtain the maximum benefit from our program they must be at the center and be on time. If your child is going to be absent, we must hear from you by 8:00 am, either by calling the center, email or brightwheel.

9. **Pick-up:** MLA IS NOT RESPONSIBLE FOR CHILDREN AFTER 6:00PM. Please make arrangements if you are going to be delayed. In case of emergency, try to notify the office prior to 6:00pm.

10. **Emergency Closing and Inclement Weather:** In the event of an emergency closing and/or inclement weather, parents and employees are advised to listen for school closings applicable to Philadelphia Public schools. Center closings will be announced on Brightwheel by 5:30 am.

Should the facility close in the middle of the day, the staff will attempt to reach the child's parents first to arrange for pick up. In the event the staff is unable to reach the parents, the persons listed on the Emergency Contact Form will be called until pick up arrangements are made. Staff will notify the parents and/or emergency contact persons at the time of the call of the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location in the event that one is indicated.

11. **Alternative Escorts:** If someone other than the child's parent is to pick up the child, that person should be listed on parental consent and classroom staff informed. Please call the office immediately if you need to add a last minute pick up child escort.

12. **Illness:** Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. In particular your child may not attend MLA if she/he has a fever, diarrhea, or vomiting.

Parents are required to pick up an ill child within 1 hour of notification by telephone. Refer to the COVID policy for additional details.

**13. Medication:** If your child is on medication at any time during the year, you must complete Medical Forms in order for staff to administer medication. All medication must be brought in its original container. Prescription medication is to be brought in the original container with the instructions on the label and the child's name. Whenever medicine is sent in the family must send it with their own medicine spoon or cup.

**14. Food:** MLA requires all students to provide complete food program enrollment forms in order to participate in the program. We provide nutritional snacks, lunch and afternoon snack.

*Children with special diets or dietary restrictions: Must parents provide documentation requesting special accomodation. Parents, you must provide meals for your child to eat every day. Please review the monthly menu and send the supplementary item needed for your child.*

**15. Clothing:** Older toddlers and preschoolers will be required to wear a uniform daily. All children should be brought to school wearing seasonally appropriate play clothes. Two sets of clothing (pants, shirts, socks, and underpants) and outdoor clothes should be provided as alternative options in case of accidents. Clothes should be marked with your child's name. Diapers must be provided by parents. MLA provide wipes.

**16. Sleeping:** Our nap time is between 12:30pm- 2:30pm. MLA provides cots for each child. Parents are responsible to bring a crib sheet and blanket. Parents must wash bedding on a weekly basis. Please remember to bring these supplies back on Monday using their take home tote bag.

**17. Growth and Development Reports:** Parents conferences will be held semi-annually. The staff will also provide comments on the child's progress throughout the year. Also, in brightwheel you can observe the daily progress of each child.

### **Open Door Policy**

Mary's Learning Academy, LLC's goal is to provide you with excellent service. We appreciate the opportunity to provide your child with care. Please feel free to share any concerns or comments. We are always available to hear what you think about our program. We are constantly looking for ways to improve our program.

*Please sign after you read this 2021-22 Enrollment Agreement.*

Children Name: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MLA Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_