

Application Agreement

Congratulations on your decision to enroll your child/children to Widener Child Development Center! Below you will find our policies which have been put in place in order to assure that we provide your child/children with the utmost quality care.

Holidays/In-Service

Widener Child Development Center is closed the following holidays: New Years Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Winter Break. In order to ensure that our employees are equipped to provide a safe and stimulating learning environment for our students, 4 days will be reserved for In-Service. These In-Service days will provide the teaching staff with additional training and professional development. You will be notified of those days at least 30 days in advance.

Initials: _____

Security

Parents/guardians are required to drop off their child during their designated drop off time and pick up their child during their designated pick up time. For security reasons, parents/guardians are required to have their color-coded identification paper in the front dashboard on the passenger side.

Initials: _____

Photo Release

I hereby give permission for my child's picture to be used by Widener Child Development Center for video programs, educational literature, or marketing materials on social media.

Initials: _____

Sick Policy

Our goal at the Widener CDC is to prevent all children and staff from getting sick. There are precautions we must take to prevent the spread of illness. Therefore, parents will be notified and required to pick up their child if they exhibit any of the following symptoms:

- Fever of 101.5 or higher
- Vomiting
- Excessive Diarrhea
- Symptoms of a contagious illness, condition, rash, etc.
- Symptoms of illness which preclude the child from participation in daily activity

Initials: _____



Liability Policy

The Widener CDC will not be responsible nor held liable for items brought from home that are LOST, STOLEN, or DAMAGED. Parents/guardians are urged to not send valuable items, such as money, jewelry, and toys.

Initials:_____

Emergency Contacts

Parents/guardians must provide current telephone information where they can be reached during the times their child is in care. Alternate contact information is required as well. This information must be updated every 6 months. Parents must notify the director by email at widenercdc@widener.edu as soon as possible whenever there is a change.

Initials:_____

Health Assessment

A physician's health assessment must be completed prior to the date that your child/children start and again every year on their birthday.

Initials:_____

Termination Policy

You must give Widener CDC a minimum of two weeks notice of intent to withdraw your child for any reason other than a funding termination. Failure to do so will result in your family being charged an additional two weeks of tuition.

The Widener CDC reserves the right to suspend or terminate services for:

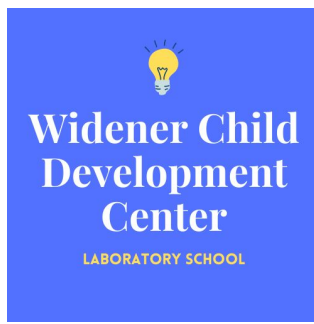
- Failure to pay weekly fees/co-payments
- Disruptive or inappropriate behavior of the child or parent
- Repeated pick up past the designated pick up time and/or the school closing time

Initials:_____

Tuition & Fees

All tuition is due in full on Friday evenings, no later than Monday mornings prior to service. Tuition can be paid weekly, bi-weekly, or monthly. Payment arrangement must be made with the school director and written on your families agreement form. An application fee of \$50.00 will be due yearly and is non-refundable. If you withdraw your child for any reason, understand that it will be necessary to re-register and pay the application fee again.

Initials:_____



Late Fees

For all students who are picked up late, families will be charged \$1.00 per minute for the first 30 minutes; the fee will then increase to \$5.00 per minute. If a student(s) has not been picked up within one hour of closing, the local authorities will be called. I understand that if tuition is late, there will be a \$10.00 daily late fee. Students will not be permitted to attend class after the second day of unpaid tuition, unless other written payment arrangements have been made.

Initials: _____

CCIS/DPW

I understand that CCIS/DHS may not have the full amount of tuition so I must pay the difference in addition to their co-payment each week (if applicable).

Initials: _____

Part Time

Parents who are provided with part-time care, if your child/children have not attended child care for five consecutive days as stated on their contract agreement, your child/children will be dropped from the program and the child/children will have to be re-registered upon return.

Initials: _____

Vacation

Families are entitled to one consecutive week of non-paid absence during each calendar year. I understand that in order for my family to receive a vacation credit, I must inform the center director in writing at least one month prior to using the vacation week.

Initials: _____

Refunds

I understand and agree that there will be NO REFUNDS made for any days missed due to illness, snow, and vacation days (other than the one planned vacation week), teacher in-service days, or holiday closures. The full tuition is charged each week that my child/children are enrolled.

Initials: _____



Parent Accountability

Parents are responsible for providing a blanket for naptime and two complete sets of extra clothing (appropriate to the current season). Staff will send any soiled clothing home and ask that you replace them the following day. I agree to bring my child/children to school dressed in appropriate and comfortable clothing.

- Parents will send child/children to the CDC with empty pockets
- Parents will pick up their child/children at designated pick-up time
- No flip flops or open toe shoes are permitted

Initials: _____

Hours of Operation

Widener Child Development Center is open from 7:00am to 5:30pm. Students must be picked up and dropped off at their designated times. If the child/children will be late to school, notify the CDC as soon as possible. If you will be late to pick up your child/children, notify the CDC immediately and a late fee will be applied to your account.

Initials: _____

I, _____ agree to the stated terms and conditions.

(Name)

Parent signature _____

Date signed: _____