

# Preschool Enrollment Contract

55PA Code Chapters 3270.123 & 181(C); 3280.123 & 181(c); & 3290.123 & 181(c)

Between

Kristina Le Beau

DBA: The Art of Play

212 Beaver Drive, Mechanicsburg PA 17050

717-612-2349

and

---

(Parents or Guardians Names)

---

(Street Address, City, State, Zip Code)

---

(Phone Number)

For

the enrollment of \_\_\_\_\_.



The Art of Play Early will provide preschool under the following:

## Faith

We feel that the love our Savior Jesus Christ has for us should shine in every experience that children are given. "We love because he first loved us" 1 John 4:19.

## Values

The core values that we teach by are derived from the latest research on best practice. The teaching practice from the world's leading countries in education is what has inspired the values we hold dear. We believe that:

1. Childhood is valuable and needs to be respected; children deserve time to be children.
2. Play is the most important element in the early childhood curriculum.
3. The curriculum should be child driven and child lead.
4. The curriculum should be individualized to meet each child's unique needs and desires.
5. The curriculum should include a focus on nature and the arts.
6. The curriculum, teachers, and environment should always be improving to meet the growing needs of the children.
7. The environment is the third teacher. <sup>[L]</sup><sub>[SEP]</sub>
8. Parents are always the first teacher.
9. Teacher parent relationships are just as important as teacher child relationships.
10. The environment must always be fun, loving, nurturing, and create a sense of security through continuity.

## Code of Ethics

Standards of ethical behavior in early childhood care and education are based on a commitment to the following core values that are deeply rooted in the history of the field of early childhood care and education. We have made a commitment to

- Appreciate childhood as a unique and valuable stage of the human life cycle
- Based on knowledge of how children develop and learn
- Appreciate and support the bond between the child and family
- Recognize that children are best understood and supported in the context of family, culture\*, community, and society
- Respect the dignity, worth, and uniqueness of everyone (child, family member, and colleague)
- Respect diversity in children, families, and colleagues

Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect

\* *Culture* includes ethnicity, racial identity, economic level, family structure, language, and religious and political beliefs, which profoundly influence each child's development and relationship to the world. NAEYC (2005) *Code of Ethical Conduct & Statement of Commitment*. Reprinted with permission

If at any point during the enrollment process you feel your rights have been violated, please feel free to call the Department of Human Services Child Care Division at 1-800-222-2117 or 717- 772-7078

## Children Must Be 3 by September 1<sup>st</sup> to Enroll or Late Enrollment Approvals is Needed

### Hours

Enrollment will begin on \_\_\_\_\_ for the following each week:

**Hours are 8:00am-4:30pm for families enrolled prior to September 2027**

Day	Hours Available between: 8:00am-2:30pm
Monday	_____ to _____
Tuesday	_____ to _____
Wednesday	_____ to _____
Thursday	_____ to _____
Friday	_____ to _____

Late drop offs do not allow for late pick-ups. The program is open year- round, except for the dates listed on the yearly calendar. A yearly calendar with up-to-date closures will be given out ahead of time.

### Early Drop Off and Late Fees:

Doors are not activated for parental code access until 8:00am. A late fee of \$45 per child per hour will be assessed for any pick ups after 2:30pm **starting with the first 10 minutes late.** **Contract is terminated after 3 late pickups without prior approval by the teacher.**

Initial Here \_\_\_\_\_

### Trial Period and Termination Policy

The first four weeks will be an adjustment or trial period. During this time, either the parent or the teacher may cancel the contract immediately, without written notice. If the contract is cancelled during this period, the parent will pay a prorated tuition fee for dates attended. The enrollment deposit will not be refunded, even if the contract is canceled within the first week. After the four-week trial period has been completed, the parent must give four-week written notice to terminate this contract, and a date of withdrawal will be established. The parent is responsible for paying tuition until the date of withdrawal, even if they choose not to send their child. The Art of Play may terminate this contract at will and the parent will be refunded for any additional paid days.

Initial Here \_\_\_\_\_

**Inclusion:**

The Art of Play follows Pennsylvania's Office of Child Development and Early Learning's policy and practice regarding inclusion. We do not discriminate based on age, gender, race, religion, abilities, language, or financial situation. As long as we can provide a safe and developmentally appropriate program for your child we will not turn them away.

**Suspension and Expulsion:**

The Art of Play follows Pennsylvania's Office of Child Development and Early Learning's policy and practice regarding suspension. Suspension and Expulsion can occur if the child exhibits poor behavior that is too disruptive to the day, a danger to the other children, a danger to themselves, a danger to the teacher, or a danger to the animals on the property. Such poor behavior could include (but is not limited to) the following: hitting, biting, kicking, pinching, pushing, causing other physical harm, using inappropriate language, using racially offensive language, or damaging property.

The Art of Play **does not** have a three-strike policy. Each situation is case-by-case. Developmentally appropriate behavior for poor choices is always weighed in the decision-making process. We understand that sometimes children bite, hit, push, or make poor choices. We will do everything we can to help each child overcome their poor choices that is within our limits.

Steps to suspension and expulsion:

- 1 Redirect child.
- 2 Document instance and make observational notes to share with parents.
- 3 Review actions and make notes if they are developmentally appropriate.
- 4 Share information with parents.
- 5 Address concerns with parents and work to establish an action plan with parents.
- 6 Keep a log any further incidents.
- 7 Parents will be notified to pick up a child who continues to make poor choices, which are not typically developing choices.
- 8 Suggest parents seek outside resources or local agencies for help.
- 9 Child will be suspended if needed until an action plan is in place.
- 10 Work with parents and local agencies to help implement the action plan.
- 11 If parents refuse to seek help, delay seeking help, are thought to ignore the behavior, or the child is not improving the child will be expelled.

**The teacher has the right to expel immediately if she deems necessary**

If the poor choices and behavior are an immediate threat to the wellbeing of the child, teacher, other adults, or animals (this is not limited to physical wellbeing) then steps 1-11 will be skipped and child will be immediately expelled.

**Termination of Service:**

If at any point a child develops a developmental delay that was not addressed at enrollment and is out of the teachers realm of knowledge, is too great of a need for the teacher to implement a reasonable accommodation for, impacts the education of other children, or cannot provide with a safe and developmentally appropriate environment parents will be given a 2week notice of termination.

**I understand the Inclusion, Suspension, Expulsion, and Termination Policy Fully**

Initial \_\_\_\_\_

**Rates and Fees:**

The weekly tuition fee is \$\_\_\_\_\_for\_\_days of preschool. (Please see below for current rates). Parents who wish to add a drop-in day as needed will be charged \$70 should space be available. The weekly rate may increase each year on September 1<sup>st</sup> or a \$50 supply fee in lieu of a rate increase. Parents will be notified no less than 3 months in advance of any rate increase. **Weekly and Bi- Weekly tuition can be paid Wednesday for upcoming week(s) of enrollment, or the 25th of each month for the upcoming month. If the tuition fee is not paid when due, a late payment fee of \$25.00 per day will be added to the past due amount, at the Art of Play’s discretion, until it is paid.** After 4 consecutive missed payments this contract will be terminated, deposits forfeited, and the \$100 accrued late payments plus past due balance will be turned over to collections. The fee for an insufficient funds check will be \$35.00, plus the amount of any bank charges to the Art of Play’s account. A nonrefundable registration fee of \$50 plus a deposit of \$200 is required to secure a position at the Art of Play. This deposit will be applied to the last week(s) of attendance when a four-week notice is given.

Initial Here \_\_\_\_\_

**Brightwheel**

Tuition will be collected via **auto payments** through Brightwheel. There will be a \$2 charge for each ACH payment and 2.95% charge for each credit and debit card charge.

Initial Here \_\_\_\_\_

**Tuition Rates**

Monday, Wednesday, Friday: \$195 a week

Tuesday and Thursday: \$130 a week

**Late Enrollment/ Deposit**

The Art of Play agrees to hold a space in the program until\_\_\_\_\_. In return, the parent agrees to pay a prorated tuition rate of \$100 a week until the start date, a \$50 enrollment fee, a \$200 deposit to go towards the last week of attendance. If the parent decides, at any point, not to enroll the child, or withdraw the child the already paid holding fee payments are not refundable. If the Art of Play chooses to terminate the contract during the holding period or within the first four weeks of enrollment, the deposit will be refunded, unless the contract is terminated due to gross misconduct by either parent or child. After the first four weeks of attendance, the deposit will not be refunded without a four-week notice.

Initial Here \_\_\_\_\_

### Summer Time Holding Spot

The Art of Play runs from September to July. Should a family choose to not attend over the summer months (June and July) the Art of Play agrees to hold a space in her program for a nonrefundable fee of \$250 per child for the summer. This is to ensure that the child has a spot in the fall. This does not go towards any future tuition. Should a family choose to withdraw for the summer instead of paying the holding fee they must move to the end of the waitlist and start the reenrollment process to secure a spot for the upcoming school year beginning in September. This includes giving a 4 week notice to withdrawal and paying all deposits and registration fees to re-enroll.

Initial Here \_\_\_\_\_

### Termination of Contract

The parent must submit, in writing, the last date of attendance for their child(ren). A **four-week** notice is required. Without a four-week notice the parent forfeits their deposit and must pay the remaining tuition for the last four weeks of enrollment. Any portion of the last four-weeks of tuition that was not paid for will result in the bill being turned over to collections. **A \$25 a day late fee will apply to unpaid balances for a maximum of \$100 before being turned over to collections.**

Initial Here \_\_\_\_\_

### Registration Fee

The parent will pay a non-refundable registration fee of \$50.00 for processing the paperwork required for enrollment (along with a registration fee at the beginning of each calendar year) for the Art of Play to purchase necessary materials need for the child. This fee must be received, along with a signed initial contract, enrollment application, and enrollment deposit, in order for a position to be secured at the Art of Play.

Initial Here \_\_\_\_\_

### Maternity/ Adoption Leave:

The teacher may take up to 12 weeks leave for the birth or adoption of a new child. No tuition will be due for this time.

Initial Here \_\_\_\_\_

**Closures and Tuition Rates**

The Art of Play will be closed on the days listed on the yearly calendar to include (but not limited to): New Years Day, Martin Luther Kind Day, Presidents Day, Good Friday, Columbus Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, and Christmas. **Tuition is not adjusted or prorated for holiday closures.** If a holiday falls on a Saturday the Art of Play will close on Friday. If a holiday falls on a Sunday the Art of Play will close on Monday.

The Art of Play will close for a Spring Break, a June Break, a July Break, a Thanksgiving Break, and a Christmas Break. **Tuition is not adjusted or prorated** for these closures.

Any additional teacher in service days listed on the yearly calendar **will be a prorated tuition discount.** Yearly calendars will be given out no later than December 1<sup>st</sup> for the upcoming year.

Initial Here \_\_\_\_\_

**Grandfathered Amendment For Families Enrolled Prior to Fall 2027**

The Art of Play **will prorate/ credit tuition** for Spring Break, Mid-Summer Breaks, Thanksgiving Break, and Christmas break to follow the 2026 guidelines. They are as followed: 5 Paid Vacation Days, paid holidays (as listed above), and one week paid Christmas Break over the two week closure.

Initial Here \_\_\_\_\_

**Early Dismissal Days**

The Art of Play may schedule early dismissal days ahead of time or by giving a 14 day notice. Regardless of how the early dismissal days are scheduled the following applies to tuitions due:

Early Dismissal of 12pm- **Half Tuition Due**

Early Dismissal of 2pm- **Full Tuition Due**

Initial Here \_\_\_\_\_

**Teacher Sick Days/ Personal Day**

The teacher has **8 days each calendar year to use as paid sick leave.** After those 8 days tuition will be prorated/credited for any sick days the Art of Play needs to close beyond the first 8 days.

The teacher has **12 personal days she** may utilize as needed with a minimum of **14- day notice** to families. Tuition rates will be prorated/credited for any personal days needed to schedule.

Initial Here \_\_\_\_\_

### **Bereavement Leave**

The teacher may take up to 5 days paid and 10 days unpaid due to the death of a family member.

Initial Here \_\_\_\_\_

### **Weather Related Closure/ Delays/ and Early Dismissals**

For the protections of the children and for the liability of the program the Art of Play will follow Heritage Christian Academy's Snow Delay and Closure Schedule. The Art of Play will send out texts as soon as possible to notify parents. The teacher will use their discretion to override the school districts decision when needed. Regular tuition rates apply for delays and weather related early dismissals. The listed tuition payment will be adjusted for weather related closures.

Initial Here \_\_\_\_\_

### **State of Emergency Closures**

Should the State of Pennsylvania order a shut down that includes Cumberland County and/or Hampden Township parents will be responsible for **50%** of their tuition for the days that the Art of Play closes. Should parents choose to terminate their contract during this time they must still pay the last 4 weeks of tuition as per the termination policy.

Initial Here \_\_\_\_\_

### **Sick Child Policy**

Children will be sent home if they have symptoms of a communicable disease or infection that can be transmitted directly or indirectly and may threaten the health of other children. This includes: Mouth sores, Rash with fever or behavioral change, Purulent discharge from the eyes, Productive cough with fever, Temperature equal to or greater than 101° F, Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of severe illness, Vomiting, or Persistent diarrhea. As per regulations § 3290.137. Children with symptoms of disease and § 27.72. Exclusion of children, and staff having contact with children, for showing symptoms. The usually weekly rate will still be in effect even if a child is sent home for illness. A doctor's note (if deemed necessary by the teacher) and/ or a minimum of 48 hours fever and symptom free is required for readmission. If parents are unable to pick sick children up in a timely manner, **send children on fever reducing medication knowing** while they are sick the Art of Play has the right to terminate this contract **without any refund or deposit or tuition.**

Initial Here \_\_\_\_\_

**Child Sick Days or Absences**

Regular tuition rates will be charged on all normal operating days, even if the parent does not send the child due to illness or other personal reasons.

Initial Here \_\_\_\_\_

**Medication**

Prescription and non-prescription medication will be administered by the teacher with a doctor's note stating the exact time and dosage the medication needs to be given. Medication must be in the original bottle with the child's name and physician's name and number printed on the bottle.

Initial Here \_\_\_\_\_

**Immunizations**

All children must be immunized prior to enrollment and during enrollment. Children have 30 days from the start date to return a child health assessment from their pediatrician or family physician. Failure to do so will result in suspension until the form is turned in. Tuition is expected to be paid during suspension, or this contract will be terminated.

Initial Here \_\_\_\_\_

**Sunscreen/ Bug Spray/ Diaper Cream/ Baby Wipes**

The parent will provide any diaper cream to use. The Art of Play will provide sunscreen, bug spray, and baby wipes. By initialing you agree to allow the teacher to put products on your child which is verbally discussed. The products we use are Think Baby SPF 50, SunBum SPF 50, Avon Bug Guard, Deep Off Woodsman, and Parent Choice Shea Butter wipes.

Initial Here \_\_\_\_\_

**Parent Provides**

The parent is responsible to provide: breakfast, lunch, snacks, diapers, pull ups, water bottles, and extra clothing.

Initial Here \_\_\_\_\_

**Art of Play Provides**

The Art of Play will provide bottled water, cows milk, nap items, extra snacks, and age appropriate learning materials/curriculum/ and developmental assessments for each child.

Initial Here \_\_\_\_\_

### **Big Body Play**

At The Art of Play we believe in play and know the importance of big body play. Children are allowed to explore their world by climbing, jumping, and running in a controlled and supervised environment. Bumps and bruises might occur but it's part of learning and playing. By initialing you understand the risks associated with play and understand your children will be allowed to freely play and explore as much as possible without the situation becoming dangerous.

Initial Here \_\_\_\_\_

### **Family Engagement Opportunities**

We at The Art of Play believe in learning outside of the classroom. Family engagement opportunities allow children to have experiences with parent involvement. Parents must be present and supervise their children during any family engagement events.

Initial Here \_\_\_\_\_

### **Pets**

I understand that my child will be in contact with a dog. All animals are up to date on vaccinations, in good health (physically and mentally), comfortable with children, and clean. Vaccination records are available upon request.

Initial Here \_\_\_\_\_

### **Charges for Damage by the Child**

If the parent's child breaks or damages the Art of Play's property, the parent will pay to have the item replaced or repaired, at the teacher's discretion.

Initial Here \_\_\_\_\_



## Signatures of Parties to the Contract

By signing this contract, clients indicate they have read and agree to follow the policies listed in this contract and The Parent Handbook. The Art of Play reserves the right to make changes to the policies and will give the client a copy of the revised policies at least four weeks before they go into effect. The clients agree to follow any changes or additions that the Art of Play makes to their policies in the future. A failure of the Art of Play to enforce one or more terms of this contract does not waive the Art of Play's right to enforce any other terms in this contract.

I, the parent/guardian;

\_\_\_\_\_ received complete written program information at the time of enrollment.  
(§ 3270.121, 3280.121, 3290.121) (The Parent Handbook)

\_\_\_\_\_ agree to update the emergency contact/parental consent form whenever changes occur or every 6 months **at a minimum**. (§ 3270.124, 3280.124, 3290.124) **Parents are always given original copies to retain for their records.**

\_\_\_\_\_ understand that failure to comply to the policies of this contract will result in termination without any refund.

\_\_\_\_\_ understand that without signing this contract or initialing it completely my child is not allowed to attend The Art of Play. I must agree to all terms and conditions, through this contract, before enrollment is complete.

\_\_\_\_\_ understand that once the Art of Play reviews my child's enrollment application and contract the teacher will make a decision on enrollment acceptance. If admission is granted the teacher will also sign this contract and return a copy.

\_\_\_\_\_ understand that **\$250 issue with this contract and enrollment application to be considered for admission.** If admission is denied the \$250 will be returned immediately.

\_\_\_\_\_ understand that tuition is to ensure the child's spot and not contingent on attendance.

\_\_\_\_\_ Understand all termination policies fully, suspension policy fully, and expulsion policy fully.

\_\_\_\_\_ understand that initialing the pages of this contract and signing below mean that I fully understand all the policies written in this document, and I agree that this is a legally binding contract between myself (client) and Kristin LeBeau (teacher DBA: Art of Play).

\_\_\_\_\_(Parent or legal guardian's signature/ Date)

\_\_\_\_\_(Teacher signature/ Date)



