

## SUMMARY OF MARGARET'S HOUSE ENROLLMENT AGREEMENT

Welcome to Margaret's House!

While you will receive a personalized enrollment agreement once all other required paperwork has been completed, submitted, and approved, many parents would like to have access to the contents prior to that point. For your reference the basic agreement contains the information below. Your agreement will contain *additional* information specific to the type of agreement you are signing (ie. 10 month, 12 month, student):

*Regular operating hours are **8:00am to 5:00pm** except closings for various holidays, professional development days and inclement weather. There is **no reduction in tuition** as a result of center closures except for the week during the winter holidays when the RIT campus is closed. Please consult the current MH calendar for more information.*

*RIT has an emergency mass notification system called RIT Alert. It allows the University to contact the RIT community through mobile phones should severe weather or other conditions prevent the campus from opening on time (or at all). MH will communicate planned closures through center wide emails, it is your responsibility to monitor your email closely to learn about center closures, deadlines, and events. In the event of an emergency that requires immediate notification, MH will send an emergency text to all cell numbers listed on the Family Handbook Acknowledgement form. In the event we need to send your child home early and the parent/guardian is unavailable, MH will contact the person/people designated on the Emergency Card.*

*In the case of an absence or late arrival, please notify the main office by 9:30am. MH staffs each classroom to maintain state regulated ratios. If your child has not arrived by **9:30am** and we have not heard from you, we will not count your child as we plan staffing for the remainder of the day and you and your child may be turned away upon arrival.*

- *Full payments are due by the end of the day on Monday and in advance of services rendered. A \$10 late fee will be applied on Tuesday if the full payment is not received. (this is not applicable to student contracts, students are charged through SFS each semester).*
- *I agree to pay the full tuition fee even if my child is absent*
- *A late pick-up fee of \$15.00 is due starting at 5:01pm; an additional \$15.00 fee is due every 15-minute increment thereafter*
- *A Swipe ID fee of \$15 will be due following 10 entries without an ID, and with every 10 entries thereafter. 30 entries without ID may result in termination of services.*
- *I agree to provide 2 weeks written notice if I choose to withdraw my child from the program and that I am required to pay for those 2 weeks*
- *Families receive 1 tuition-free week during the holiday break in December.*

- *Accounts 2 weeks in arrears may result in immediate termination of service*
- *To secure a placement for the following academic year, families must provide written notice of their intent to re-enroll by July 1, 2024, and provide pre-payment of the first week's tuition at the fall rate by July 15, 2024. Placements are not guaranteed without payment.*
  
- *Any arrangement/employment between me and staff of this center (i.e., babysitting), outside of the programs and services offered by this center, is an individual endeavor and private matter not connected to or sanctioned by this center. This center shall remain harmless from any such arrangement.*
- *Occasionally, photos will be taken of the children at the center for use in our newsletters. Please indicate whether or not you authorize the use and reproduction of photographs of your child in conjunction with the program. Separate RIT consent is required for website or public facing photos.*
- *It is recommended that each child wears sunscreen for protection before going outdoors. Please indicate your permission with your initials in the appropriate location.*
- *Napping agreement, one of these first 2 options will apply:*
  - *For Children UNDER 18 months, I understand that my child will be napping in a crib in his/her classroom and that until he/she is 12 months old, he/she will be placed on his/her back to sleep unless otherwise specific by our physician with written permission. I also understand that my child will transition from a crib to a cot between the ages of 14-22 months in consultation with my child's teacher.*
  - *For Children 18 Months and OLDER, I understand that he/she will be napping on a cot in his/her classroom.*
  - *I understand that ALL children will be supervised by their teacher/assistant teacher in the classroom during naptime.*
- *I give my permission to receive daily notifications about my child's day through the Brightwheel application but understand that I should contact the office for time-sensitive information. I understand that teachers cannot enter information, or respond to messages, immediately at all times. I understand that at times staff may take photos of my child and share those within the classroom Brightwheel daily feed.*
- *I understand that Margaret's House families are required to adhere to all RIT policies and procedures including, but not limited to, all health and safety requirements.*
- *I understand and agree that it is my responsibility to read and familiarize myself with policies and procedures outlined in the Family Handbook and agree to abide by them.*
- *I understand that it is my responsibility to go directly to management with any questions I may have regarding the policies and procedures and information contained in this Enrollment Agreement.*
- *Information contained in the Family Handbook may be subject to change.*

**Please feel free to request a copy of your completed enrollment agreement at any time.**

**Thank you for joining the Margaret's House family!**