



PATTI CAKES APPLICATION FOR ENROLLMENT

Child's Name _____

Birthdate _____ City of Birth _____

Gender Male Female Requested Start Date _____

Sibling Enrolled? Yes No

List any known allergies: _____

Please circle the requested enrollment from the options below.

MONTHLY RATES

Infant (0-12 months) MTWThF \$1,365

Toddler (12-24 months) MTWThF \$1,365

Preschool I (2-3 years) MTWThF \$1,050

Preschool II (3-5 years) MTWThF \$ 900

Office Use: Date rec'd _____ Fees paid _____ Check# _____ Cash _____ Class placement _____

Mother's Name _____

Home Address _____

Occupation and Employer _____

Cell Phone # _____ Work Phone # _____

Email Address _____

Father's Name _____

Home Address _____

Occupation and Employer _____

Cell Phone # _____ Work Phone # _____

Email Address _____

AUTHORIZED PERSONS TO PICK UP CHILD

Name _____ Phone # _____

Relationship to Student _____

Name _____ Phone # _____

Relationship to Student _____

Name _____ Phone # _____

Relationship to Student

BASIC SERVICES

- ~ Patti Cakes Children's Center provides care for children ages infant through 5 years old ~ Classes available are infant (0-12 months), toddler (12-24 months), preschool I (2-3 years), preschool II (3-4 years), and preschool III (4-years).
- ~ Hours of operation are Monday through Friday, 7:30am–5:30pm. Early drop-off option is available for an additional \$50 more per month.
- ~ Students must arrive by 9:30am to attend school unless prior arrangement has been made at least 24 hours in advance.
- ~ We operate on a 12-month school year
- ~ Application form and \$100 enrollment fee must be received to secure your child's spot.
- ~ Parents are responsible for providing food for infants and morning snack, lunch, and afternoon snack for toddlers and preschoolers
- ~ Patti Cakes does not offer optional services

PAYMENT PROCEDURES

- ~ Monthly tuition payments are due on the 1st of the month
- ~ Billing statements will be provided at the end of the month for the following month
- ~ Payments can be made in the office located at 830 E. Minnesota Ave ~ ACH payments can be set up in Procure
- ~ A 5% late fee will be incurred for payment not received by 5th business day of the month
- ~ There is no credit/exchange of days for absences
- ~ Accounts more than 7 days delinquent may require removal of student
- ~ At least 30 days' advance notice will be given prior to any rate change
- ~ There will be a \$25 fee charged each time a student is not signed in or out by an authorized pick up person
- ~ 5% discount applied to lower tuition amount of siblings

INFANT/TODDLER

- ~ Infant needs & services plan must be completed prior to enrollment in the infant and toddler classes. Completion of the form allows our teachers to provide personalized care for your little one.

WITHDRAWAL

- ~ A written 30-day notice must be provided to withdrawal your child
- ~ During 30-day period, you are responsible for payments whether child attends or not
- ~ To re-enroll your child, new admissions application and \$100 fee will be required
- ~ Re-enrollment will be based on available spots

GROUND FOR DISMISSAL

- ~ Failure to pay fees
- ~ Failure to sign child in/out
- ~ Failure to pick-up the sick or injured child when contacted
- ~ Repeated late drop-off or pick-up of child
- ~ Parents' non-adherence to Patti Cake's policies
- ~ Child's behavior endangers safety of other children or themselves
- ~ Disruptive behavior from parents to include:
 - * Disrespect towards providers
 - * Unprofessional conduct
 - * Causing scenes in front of parents or children
 - * Being overly involved in program management
 - * Any additional contributions that create a negative environment.
- ~ Inability to meet child's needs

REFUND POLICY

- ~ Fees paid cannot be refunded/adjusted/transferred to any other student.
- ~ Enrollment fees are non-refundable.
- ~ Tuition reductions and refunds are not made for illnesses, absences, vacations, holidays, or school closures, whether planned or emergency.

RIGHTS OF THE LICENSING AGENCY

- ~ The Department has the authority to interview children or staff, and to inspect and audit child or childcare center records, without prior consent.
- ~ The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the childcare center.
- ~ The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.



I have read, fully understand, and agree to abide by the above policies.

Parent Signature _____ Date _____

Site-Supervisor Signature _____ Date _____