

ENRICHMENT WORKSHOP FOR CHILDREN, INC.

2075 Byberry Road Suite 102 Bensalem, PA 19020 (215) 244-4014

basestar4@gmail.com - www.bensalembase.com

2019 - 2020 FINANCIAL AGREEMENT

Child's Name _____

School _____

Date to Start _____

Date Withdrawn _____

Registration Fee . . . \$50 per family

Deposit of \$75 is collected at time of enrollment, to be deducted from final month's tuition.

TUITION FEES

AM/PM Full time (4-5 days) \$381 per month AM Full time (4-5 days) \$193 PM Full Time (4-5 days) \$237

AM Part time (1-3 Days) \$125 PM Part time (1-3 Days) \$165

Full Day \$40

10% discount on 2nd, 3rd child

All Day Program (signed up by 1st of month) \$40.00 per child per day

All Day Program (signed up after the 1st or dropped off without being signed up) \$60.00 per child per day

Late pickup fee . . . \$15 per 15 minutes after 6:00 PM (see item 22 below for details)

Late payment fee - tuition payment received after the 5th of the month \$20.00
plus child may not attend until payment in full is received.

PAYMENT OF TUITION

1. Tuition covers snack, program activities, materials, supplies, administrative costs, and costs of staffing. Lunches on All Day Programs are not included.
2. The registration fee of \$50 per family is NONREFUNDABLE.
3. When you enroll, there is a \$75 DEPOSIT per family due in addition to the registration fee. This will be subtracted from the tuition for the following June, or the final month of your child's attendance if two week's written notice is received at the office. When you leave the program, you must provide two week's written notice with a request for the deposit to be used as a credit against any outstanding balance, or to be returned to you if you have no balance due. *You forfeit the deposit if you do not provide two weeks' written notice.*
4. Payment may be made via cash, check, money order or credit card. If a credit card is used, there will be no surcharge if you bring the payment into the office and we can swipe your card. If you call, or mail in your credit card information, you will be charged a \$5.00 fee to partially offset the cost of using the credit card. (We cannot accept email credit card payments)
5. If your child is still enrolled in June, you will be given an option to "roll over" the deposit for the following year. The deposit alone will not enroll your child for the following year - you must also complete and submit a new Financial Agreement and Emergency Information Form.
6. If more than one person pays tuition for your child, the person who signs this agreement is responsible to EWC for the entire tuition. If tuition is not paid in full in a timely manner, your child may be excluded from BASE until payment in full is made.

7. Tuition is due on the FIRST day of the month. You are paying in advance. Mail your tuition or drop it off at our office, or pay through Brightwheel. Make checks out to "Enrichment Workshop." Staff members at individual BASEs cannot accept payments. Receipts for each month will be included in next month's tuition bill.
8. Payments received after the fifth are late and will be assessed a \$20 per month late payment fee, and your child may not attend until you have paid in full. You are responsible for payment whether you receive a bill or not.
9. There is a minimum of 8 days per month per child (no second child discount).
10. Families who are chronically late in payments (paying after the 5th of the month more than twice in the school year) may be permanently excluded from BASE.
11. If your check is returned to us by the bank for any reason, you must pay us the amount of the check, plus \$20 in order to restore your account to good standing. This is due within 10 days of the bank notice. If your checks are returned to us more than two times in a school year, we will ask you to pay with cash, money order or credit card.
12. If your account is not in good standing, your child may be excluded from BASE, and will not be able to sign up for All Day Programs, summer programs, or other types of care programs until payment in full is made or arrangements made with the BASE Directors.

DAYS OFF, REFUNDS & CREDITS

13. There are NO REFUNDS OR CREDITS for days which you reserved but your child did not attend. The only exception is if your child misses ten consecutive days of BASE due to illness. Upon receipt of an accepted doctor's note verifying the illness, half credit will be applied for the days missed.
14. You will not be billed for school district scheduled holidays when BASE is closed.
15. You will not receive a refund for emergency closing days, since BASE will pay its staff for those days.
16. On some days when schools are closed, BASE will hold an All Day Program at one school. All currently enrolled BASE students may attend if they have signed up and paid (\$40) by the deadline (generally the first day of the month, unless the All Day Program is on or near the first of the month). There are no refunds if you sign up but do not attend.
17. If you do not sign up for an All Day program, but drop your child off, there will be an ADDITIONAL fee of \$20 charged, for a total of \$60.00 for the All Day Program. (Parents on subsidy/ELRC need to also register in advance for Full Day programs. If you do not register in advance, your child will not be able to attend the full day program.)
18. If BASE is open on a delayed opening or early dismissal day, tuition will NOT be refunded even if you do not attend BASE that day.
19. If your child is suspended from BASE for one to three days, there is no refund. If your child is suspended for more than three days, the tuition for the additional days over three will be refunded. If your child is expelled from BASE, you will receive a prorated refund, less a \$10 handling fee.

WITHDRAWAL FROM BASE

20. If your child is withdrawn from BASE or does not attend for four or more weeks, they will be made inactive in our records. In order to re-enroll, you must pay the \$50 registration fee. Re-enrollments are only accepted if there is room in the program and your account is in good standing. If there is no room, we can add your child's name to the waiting list.
21. You must give two weeks written notice to withdraw your child from BASE. If we receive written notice at our office two weeks prior to your child's last day, we will refund any unused tuition. If you do not give us written notice, you will not receive a refund or credit.

LATE PICK UP FEE

22. If you pick your child up after 6:00 by our BASE cell phone time, there is a late pickup fee of \$15 per 15 minutes or part thereof starting at 6:01. If you do not pay this amount to the staff member who stayed with your child within three BASE days, the office will bill you for the amount due PLUS a \$15 handling fee.
23. Please refer to the Parent Handbook given to you at initial enrollment. You agree to follow the procedures and policies unless you notify EWC in writing, and EWC agrees to waive a particular policy for you.

HEALTH ASSESSMENT/IEP/IFSP

- 24. You must provide a signed Health Assessment for your child within 30 days of your child's start date. A second Health Assessment is needed on the first day of sixth grade.
- 25. If your child has an IEP (Individualized Education Plan) with the school district or is eligible for special services, we request a copy of the IEP or Plan to BASE within 30 days of enrollment. I give Bensalem Township School District permission to share a copy of my child's IEP/IFSP with Enrichment Workshop for Children.
- 26. I give permission for BASE staff to consult with school district staff about my child if needed.

NONDISCRIMINATION IN SERVICES (a legally required part of our agreement)

Admission, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods may include, but is not limited to equipment redesign and activity adaptation as possible. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/student and/or their guardian who believes they have been legally discriminated against may file a complaint with:

Enrichment Workshop for Children, Inc.	2075 Byberry Road Suite 102 Bensalem, PA 19020 215-244-4014
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Department of Human Services Bureau of Equal Opportunity Room 225, Health and Welfare Building PO Box 2675 Harrisburg, PA 17110	Pennsylvania Human Relations Commission Philadelphia Regional Office 110 N. 8 th St., Suite 501 Philadelphia, PA 19107
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US Dept. of Health and Human Services Office for Civil Rights Suite 372, Public Ledger Bldg 150 South Independence Mall West Philadelphia, PA 19106-9111	Bureau of Equal Opportunity Southeastern Regional Office 801 Market St., Suite 5034 Philadelphia, PA 19107
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Names of people allowed to pick up my child from BASE, besides parents:

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_____	_____

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B.A.S.E. ANTI - BULLYING POLICY (a part of the Financial Agreement)

Our Anti-Bullying Policy is in line with Bensalem Township School District's policies, as well as our own philosophies and goals. This paper defines bullying with examples, and outlines what our response will be to bullying behaviors.

What is Bullying?

Adapted from <http://pbskids.org/itsmylife/friends/bullies/>

Physical bullying includes a pattern of:

- Threatening to hurt someone
- Using intimidating postures or actions towards others
- Hitting, kicking, unwelcome touching or pushing someone . . . or even just threatening to do it
- Stealing, hiding or ruining someone's things
- Making someone do things he or she doesn't want to do

Cyber or Verbal bullying includes a pattern of

- Name calling
- Teasing
- Insulting
- Intimidating someone through words (including on the internet)

Cyber or Relationship bullying includes a pattern of

- Refusing to talk to someone
- Spreading lies or rumors about someone
- Making someone do things he or she doesn't want to do (including on the internet)

What do all these things have in common? They are examples of ways one person can make another person feel hurt, afraid, or uncomfortable. They are wrong.

When these things are done to a person more than once, that's bullying.

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What will BASE do when these behaviors occur? At the first occurrence of a pattern of bullying, the student will be warned and the parent of the student will be notified. The parent of the child who was bullied may also be notified.

If the bullying behaviors continue, the child will be suspended from BASE for three days, with no refund. If this occurs, we recommend counseling or therapy for the child/family. The parent of the child who was bullied will be notified.

If, after returning to BASE, the behavior continues, the child will be expelled from BASE, and an appropriate refund made. The child may not return to BASE without proof of at least one month's work with a therapist or counselor, and permission from the parents to consult with the therapist/counselor if the child does return to BASE.

What can you do if you see or know of a bullying incident?

Report the bullying to an adult.

Support someone who is being bullied. Sometimes the best thing you can do for a person who is being bullied is just to be there for him or her and be a friend. This may mean walking places with him or her, sitting with him or her on the bus or at lunch, and trying to include him or her in your school or social activities.

Stand up to the person doing the bullying. If you feel safe doing this, tell a person who is bullying that what he or she is doing is wrong and that he or she should stop. Keep it simple. You could just say, "Cut it out. Nobody thinks that's funny."

I agree to all conditions in this Financial Agreement.

Electronic

Signature _____
Parent's signature _____ date _____ EWC signature _____ date _____