

# ENRICHMENT WORKSHOP FOR CHILDREN, INC.

2075 Byberry Road Suite 102 Bensalem, PA 19020 (215) 244-4014 [basestar4@gmail.com](mailto:basestar4@gmail.com)  
- [www.bensalembase.com](http://www.bensalembase.com)

## 2024 - 2025 FINANCIAL AGREEMENT

Child's Name \_\_\_\_\_

School \_\_\_\_\_

Date to Start \_\_\_\_\_

Date Withdrawn \_\_\_\_\_

Registration Fee . . . \$75 per family

### TUITION FEES

Circle times needed

*AM/PM (6:30-9AM & 3-6PM) Full time (4-5 days) \$444. per month*

*AM (6:30-9AM) Full time (4-5 days) \$227.15 per month*

*PM (3-6PM) Full Time (4-5 days) \$277. per month*

*AM (6:30-9AM) Part time (1-3 Days) Circle days of service M-T-W-Th-F 147.10 PM*

*Circle days of service M-T-W-Th-F (3-6PM) Part time (1-3 Days) \$193.60*

*If ELRC subsidy check here \_\_\_\_\_*

*10% discount on 2<sup>nd</sup>, 3<sup>rd</sup> child*

Deposit of \$100 is collected at time of enrollment, to be deducted from final month's tuition, or rolled over for the next school year.

Full Day Program (signed up by 1<sup>st</sup> of month). . . . . \$48.00 per child per day

Full Day Program (signed up after the 1<sup>st</sup> or dropped off without being signed up, if space available)\$68.00 per child per day

Late pickup fee . . . . \$15 per 15 minutes after 6:00 PM (see item 21 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. Extra services not applicable at this time.
2. The registration fee of \$75 per family is NONREFUNDABLE.
3. When you enroll, there is a \$100 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. Brightwheel credit card and debit card payments will be assessed a transaction fee. If you call the office to pay with credit card, you will be charged a 3% 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. Pay through Brightwheel, mail your tuition or drop it off at our office. Make checks out to "Enrichment Workshop." Staff members at individual BASEs cannot accept payments. Receipts can be accessed through Brightwheel, including yearly tax information.
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. Parents must provide emergency contacts in addition to themselves. If contacts cannot be reached for pickup, we will have to call the police.
10. Families who are chronically late in payments (paying after the 5<sup>th</sup> 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 a Full Day Program at one school. All currently enrolled BASE students may attend if they have signed up and paid (\$48) by the deadline (generally the first day of the month, unless the Full 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 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.
18. 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**

19. 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 \$75 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.

20. 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**

21. 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.
22. 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**

23. 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.
24. 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.
25. I give permission for BASE staff to consult with school district staff about my child if needed.
26. BASE cannot serve children who are chronically disruptive, violent or require one-to-one services that are not provided by the family or the school district. All accommodations possible within the scope of our normal program will be made. A child who physically harms another child or adult, or who leaves a supervised BASE area without permission may be immediately excluded from BASE.

#### **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

Department of Human Services

Pennsylvania Human Relations Commission

Bureau of Equal Opportunity

Philadelphia Regional Office

Room 225, Health and Welfare Building

110 N. 8<sup>th</sup> St., Suite 501

PO Box 2675

Philadelphia, PA 19107

Harrisburg, PA 17110

US Dept. of Health and Human Services

Bureau of Equal Opportunity

Office for Civil Rights

Southeastern Regional Office

\*\*\*\*\*  
Names, addresses and contact number of people allowed to pick up my child from BASE, besides parents:

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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?**

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."

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***I agree to all conditions in this Financial Agreement. I also agree to update this agreement when changes occur, or at least every six months.***

*Parent's signature*

*date*

*EWC signature*

*date*