

GREENWAY EARLY LEARNING CENTER, LLC
2025-2026 CONTRACT AND POLICY GUIDELINES

PAYMENTS: Enrollment is a commitment to occupy a space in the program. The weekly enrollment fee applies to weeks with holidays, snow days, sick days and/or any days that you choose not to send your child to the center. Tuition is due every week that the child is enrolled in the program. **Tuition is due by 6PM on the Friday prior to the coming week of care/service.** Payments are accepted through Brightwheel. Non-payment of tuition or fees will result in immediate dismissal from care. There will be a \$25.00 late payment fee charged to each bill that is received after the due date.

LATE PICK UP FEE: A late pick up fee of \$15 will be charged for the first 10 minutes after your designated pick up time, with an additional \$10 fee for each additional 10 minutes thereafter.

REGISTRATION FEE: A fee of **\$50 PER CHILD** is payable at the time of initial enrollment to reserve your child’s place in the program. This fee is non-refundable. If your child is unable to start on your start date, and it goes beyond 3 weeks from that date, fee must be resubmitted.

ANNUAL FEE: A fee of **\$35.00** per child on January 1st will be billed through Brightwheel, and used towards supplies.

TUITION STRUCTURE:

AGE GROUP	12-25 Hours Per Week	26-33 Hours Per Week	34-47 HRS/WEEK
3 AND UP	\$205	\$220	\$235
24-35 MONTHS	\$220	\$240	\$260
13-23 MONTHS	\$245	\$260	\$280
3-12 MONTHS	\$255	\$270	\$295

- *Sibling discount \$10 off for second child of lower rate.
- Vacation: ½ off tuition for 1 week of vacation per year.
- 1 Tuition Free Week Per Year: The week between Christmas and New Years.
- Children may only be scheduled for drop off at or BEFORE 9:30AM. **Drop off and pick up times must remain consistent with contracted times for staffing purposes.**

Adverse Weather/Holidays In the event of inclement weather, we will try our best to stay open, however for the safety of the staff and children we will close based upon severe conditions of ice, snow, extremely cold temperatures, and road conditions. Families will be notified of delays or closures through Brightwheel. In some cases, an early dismissal may be called for severe weather conditions, in this event, families will be notified via Brightwheel.

****School Closures for Holidays:** Please see Annual School Year Closures and Special Events Calendar.

MEDICAL NEEDS/SICK DAYS: MEDICAL NEEDS/SICK DAYS: Prescription medication must be given to your child's teacher at drop off, with written instructions/doctor's note. Parent/Guardian must fill out a Medication Sheet. The bottle must show the name of the child, prescription number, doctor and dosage. Greenway ELC will not accept care, not maintain in care, children who have: Pink Eye, ringworm, scabies, lice, croup, diarrhea, oral temp of 100.0 or above, axillary temp of 99.0 or above, unexplained rash, chicken pox, upper respiratory infection, impetigo, open sores, repeated vomiting, viral hepatitis, Flu or flu-like symptoms, COVID-19 symptoms. Doctor's release may be required prior to return. ***Children must be fever free without medication for at least 24 hrs if not accompanied by any other symptoms and the child appears healthy. Children must be fever free for 48hrs if there is another symptom accompanying the fever, ie, (cough, congestion, body ache, sore throat, stuffy nose, headache) before returning to school. Children must be symptom free to return. Your child's physician should be consulted with unexplained rashes such as HFM, fever, Flu, or respiratory illnesses.***

You will receive a call to come pick up your child within an hour if any of the following occur: a fever of 100.0°F, if they vomit, have two uncontained BM's or diarrhea, blood in their stool, experiencing symptoms such as pink eye, vomiting, sore throat, ear ache, mouth sores, severe nose drainage that is yellow or green, diarrhea, or unusual skin rash while in care, or are just unable to participate in the day's activities. Please update any Emergency Contact information and Approved Pick Up individuals as needed. At the discretion of Greenway Early Learning Center, you may be asked to provide us with a doctor's note before returning to care.

Please keep your child home if they are experiencing any of the above symptoms prior to care. Parents are required to call or message via Brightwheel to inform staff if their child will be late or absent. A message will be sent via Brightwheel to the whole facility in the event a child has had a contagious illness, this way families can decide whether or not they wish to send their child.

TERMINATION OF SERVICE: Two weeks written notice is requested. If not given, client will be charged for those two weeks of service. Contract may be terminated at the provider's discretion, if it is apparent that continued care would be disruptive or detrimental to other program participants.

GUIDELINES: Please be sure your child has at least one change of labeled seasonally appropriate clothing at all times, including footwear, a labeled water bottle, diapers, wipes and labeled nap mat. Families will provide their child with a backpack that will contain items to be sent home. Nap mats must be taken home and laundered every Friday. Water bottles are sent home daily to be washed, and must return the following day. For more detailed information about our program, please speak with the director, or review our Family Handbook, located on our website's enrollment page.

Please keep pages 1-2 for your records. Complete and return page 3.

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SUBMIT CONTRACT TO:
GREENWAY EARLY LEARNING CENTER, LLC
3119 SEIPLES STATION RD WHITEHALL, PA 18052

THE UNDERSIGNED AGREES TO BE BOUND TO THE CONTRACT ENROLLMENT FOR THE CURRENT ENROLLMENT YEAR.

NAME OF CHILD:
NAME OF PARENT:
CHILD DATE OF BIRTH:
ADDRESS:
PHONE:
DL or SSN:
EMAIL ADDRESS:
SCHEDULE: M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> _____ AM to _____ PM
START DATE:
TUITION RATE:
DATE SIGNED:
SIGNATURE:

PHOTO RELEASE:

Please check for the following permissions with which you approve:

Greenway Whitehall private facebook group: _____

Greenway Early Learning Center public social media
Facebook/Instagram/LinkedIn page: _____

Greenway's Website: _____

Parent Brightwheel page only: _____