Child Care Enrollment Agreement

Carnegie Mellon University
Kindergarten Proctor and Play
October 1, 2020

Carnegie Mellon University and _______________________________ (parent/guardian) agree to the following terms, conditions and arrangements for the temporary enrollment of _____________________ (child’s name) in the Kindergarten Proctor and Play program during the COVID-19 pandemic.

| Hourly Fee | $5.00 per hour | Two Sessions: 8:00 a.m.–3:30 p.m. |

FEES AND POLICIES

**Tuition**
- Tuition will be charged at the rate of $5.00 per hour. As a condition of using this Child Care service, you must agree to pay the tuition via a deduction from your paycheck.
- If you are a graduate student who does not receive funds via CMU Payroll, you will receive an invoice for tuition. Tuition invoices may be paid via a check made payable to Carnegie Mellon University.

**Termination of Enrollment**
- CMU reserves the right to terminate a child’s enrollment.

**Closing Time**
- Due to the COVID-19 pandemic, the center will close at 3:30 p.m. Parents/guardians should arrive in sufficient time to navigate the pickup routine.
- In the event the child is not picked up prior to closing, a late fee in the amount of $50.00 will be charged for any pickup after 3:30 p.m. An invoice will be supplied the following day with the amount due. This fee is due within 10 days of the late pickup occurring.

**Release of the Child**
- Due to CDC guidelines, the center will only release the child to the designated drop-off/pickup parent or guardian.
- In the case of an emergency, where the designated parent or guardian cannot pick up the child, the parent or guardian should notify the program when the child will be released to someone else. The alternative pickup person must be listed on the child’s Emergency Contact Form. See Emergency Contact Form for release persons.

**Cancellation Policy**
- To avoid charges, please try to provide 48 hours’ notice. If not, you may be charged for the session.

**Medical Care**
- The parent/guardian agrees that the cost of any medical care required to be given to the child while the child is participating in the program or as a result of the child’s participation while at the program will be paid by the parent/guardian.
- An Emergency Contact Form is to be completed and placed in both the office and classrooms.
- Health Assessment forms are required to be completed by your child’s physician. These forms are placed in your child’s file.

**COVID-19 Policies**
- The program will report to families any COVID-19 related information (e.g., COVID-19 exposure or mandated order) in a timely manner.
- Families will report positive COVID-19 tests, possible exposures and travel.
Disclosure Statement During COVID-19 Pandemic
The provisions as listed in the COVID-19 Fact Sheet shall remain in effect during the COVID-19 pandemic unless modified or rescinded by the Carnegie Mellon University.

ADMISSIONS, PROVISION OF SERVICES, AND REFERRALS OF ENROLLEES SHALL BE MADE WITHOUT REGARD TO RACE, COLOR, RELIGIOUS CREED, HANDICAP, ANCESTRY, NATIONAL ORIGIN, OR SEX.

The Kindergarten Proctor and Play Program operates with guidance from the Centers for Disease Control and Prevention (CDC), Pennsylvania Department of Education (PDE), the Office of Child Development (OCDEL), the Pennsylvania Department of Human Services (DHS) and Carnegie Mellon University. The program reserves the right to change policies or procedures based on updated guidance issued by them, or as required by any applicable local, state or federal law or regulation.

FOR PARENT/GUARDIAN USE

Operating hours — 8:00 a.m. to 3:30 p.m.
Arrival times between 8:00 a.m. – 8:30 a.m.
Pickup times between 3:00 p.m. – 3:30 p.m.

PLEASE ESTIMATE:

Child’s Arrival Time
Child’s Departure Time

RESPONSIBLE PARTY(IES): Please sign below

By signing this Agreement you are acknowledging that you have read and agree to all of the terms and conditions stated above.

Parent/Guardian: ________________________________ Date: ________________

Director: ________________________________ Date: ________________