



Crowned Hart Preschools, Inc

Brandts Child Care Center - Brighton Day Academy
Castle Brook Academy – Elkton Academy – Enchanted Forest Academy
CrownedHartPreschools.com

Enrollment Agreement Amendment – Episcopal Children’s Services

Episcopal Children’s Services (ECS) is providing you with financial assistance to help offset the cost of childcare. As your childcare provider, we are obligated to follow the guidelines put forth by ECS. We must provide an attendance log showing your child(ren)’s attendance at the end of every month. ECS only allows a student to miss a total of three (3) days without documentation. **Any absence after three days must have documentation from any one of the following:**

- Doctor
- Hospital
- Death Certificate
- Court Order

Please ensure that you provide us with the proper documentation **before** the end of the month to ensure that we receive payment from Episcopal Children’s Services. In the event that documentation is not provided, Family Partners will charge you the **FULL PRICE** amount for those days that we will not be reimbursed.

Signing your child(ren) in and out is **MANDATORY**. Payment for any days not signed for may result in non-payment.

By signing below, I understand that I must provide proper documentation for any absences beyond three days or pay full price for the days not reimbursable by ECS. I also agree to sign my child(ren) in and out every day that they attend.

(signature)

(date)