

To assure clear communication concerning the procedures and policies of The Center's child care and preschool, we ask all parents read the following and check off the following important items:

I understand that:

- The east door is the only door open for drop off and pick up.
- Parents must walk into the building with their child each day and make certain the teacher knows he/she is there.
- Parents should clock in at the computer at the front desk upon arrival and again when they are leaving the building, this is used to track attendance at The Center.
- Parents need to call in if their child is going to be absent.
- Children should stay home with the following illnesses: fever, diarrhea or vomiting, and other contagious diseases or illnesses. Staying home will help the child heal better and will ensure the health of others.
- Children must be diarrhea free and fever free without the use of fever-reducing medication for at least 24 hours before returning to The Center.
- Parents need to inform The Center of changes in address, phone number, employment, emergency contact information or any other change that might help us provide the care your child needs.
- Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory sealed containers.
- If meal substitutions are necessary, a form filled out by your doctor must be on file. The statement should also include recommendations of food/milk by the doctor.
- Parents are expected to pick up children at the designated time.
- The Center's hours are 6:30am to 6:30pm. A \$15.00 late fee will be incurred after 6:30pm for the first 10 minutes and then an additional \$1.00 fee will be charged per minute until the child is picked up.
- No medications can be administered to a child without written consent and instructions from the doctor. All medication must be in the original container. If over the counter medications are needed, a required form filled out by the parent is required.
- Two weeks noticed is required to be given to the office if a child is to be withdrawn. Parents are required to pay for those two weeks.
- Children should be at The Center a maximum of 9 ½ hours per day. We know parents will pick up their children as soon as possible. No matter how much fun the child has while at The Center, they always look forward to mom or dad's return.
- Parents are responsible for payment of fees on time.
- Parents are responsible for all contracted hours. Contracted hours are based on the schedule given to the office by the parent.
- There is no reduction of fees for missed days except in the instance a child is ill for an extended period of time (eight consecutive days). Also, each full time family, who has been enrolled for six months, has two weeks per year they are not responsible for fees. These two weeks must be taken in at least five consecutive day periods. (For example, Christmas week, your family vacation week, or when grandma comes to visit.) Notify the office when you want to take a vacation week.
- The Center is closed on all major holidays- New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, July 4<sup>th</sup> and Christmas Day.
- Court ordered division of payment is to be handled by the parents. The contract will not be split for accounting purposes.
- Parents are expected to keep the fee agreement regardless of current reimbursement by an entity or individual. (cafeteria plans, child support, etc)

I agree to follow the policies and procedures of The Center.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Date