

Little Buckeye Learning Center

PARENT AGREEMENT

In this day and age when corporations deliver products and/or services a detailed agreement is a matter to protect both the corporation and the consumer. In order that you and we understand what our respective obligations are, we have developed an agreement which requires as a policy signed by both the parent or guardian and the administrator which will allow us to accept your child in the center.

_____ 1. Daycare Centers Unlimited Inc. owner of the LBLC is an equal opportunity supplier/employer. No person shall be excluded from the participation in, be denied the benefits of or otherwise subjected to discrimination under any program on the basis of race, color, sex or national origin.

_____ 2. The center will be open 6:00am to 6:00pm for children 6 weeks and older.

_____ 3. We will close on the following holidays:

- New Years Eve, close at 3:00pm
- New Years Day, closed
- July 4th, closed
- Labor Day, closed
- Thanksgiving & the day after, closed
- Christmas Eve, close at 12:00pm
- Christmas Day, (December 25) closed
- Memorial Day, closed

*a full weeks tuition will be charged during these weeks.

_____ 4. Parents are expected to bring their child into the building, SIGN THE ARRIVAL SHEET and see that the child is under SUPERVISION. Upon picking up the child, the parent is required again come into the building, sign the depart sheet and receive the custody the custody of the appropriate staff member. If you do not sign your child in we are not responsible.

_____ 5. Each child will have an afternoon rest period, which is required by the State Regulations. Bring a small blanket and pillow.

_____ 6. The Center is not responsible for any of the child's personal belongings. However the center's staff will cooperate in every way to assist a parent in locating a lost or misplaced article.

_____ 7. Each child will be encouraged to play outside except during inclement weather. (25 degrees & below) Make sure your child has a coat, mittens and boots.

_____ 8. Parents or guardians are welcome to visit the center at their convenience.

_____9.I agree to pay in advance each week the tuition of _____, with no deductions for absence or holidays. All fees are payable on Monday. If not paid by Wednesday at the time of arrival then the child will not be accepted for care that day, unless permission from the office. A \$10.00 late fee until paid will be added to the tuition.

_____10.I agree to pay a late fee of \$5.00 every 10 minutes per child will be charged if a child is not picked up by closing. If this is a repeat for three times, then the late fee will be \$1.00 per minute per child. We use our time clock for the correct time, not a watch.

_____11.I agree to pay the registration fee of \$50.00 which is non-refundable. However, with a two week notice from withdrawal, \$25.00 is refundable.

_____12.I agree to pay a returned check fee of \$30.00, and understand that LBLC has the option to refuse checks in the future.

_____13.If my child is absent for one week or more for the days contracted to attend, I agree to pay the tuition fee. This fee must be paid in advance or your child's enrollment will be discontinued.

_____14.I agree to pay two weeks in addition tuition if I withdraw my child(ren) from the center and fail to give a two-week notice.

_____15.In case of an emergency, the center has my permission to administer first aid or to obtain emergency medical treatment should it be needed in my child's best interest as determined by a First Aid trained staff member at the center. I agree to pay all expenses incurred due to an emergency involving my child.

_____16.Should the administrator of the center determine that my child couldn't adjust to their program, the child after two-weeks notice, will be withdrawn from the program. This agreement will be terminated.

_____17.Two weeks of vacation are permitted each year without paying tuition. However two-weeks notice must be given in writing to the office, or you are responsible for the tuition during their vacation period.

_____18.The center will not accept children that are expelled from public school, the parents must make other arrangements.

Administrator Signature

Parent/Guardian Signature

Date

Date