

# POLICY & FINANCIAL AGREEMENT

PLEASE read and INITIAL the following statements, sign at the bottom of this page, agreeing to the terms and conditions set here and in our student handbook:

\_\_\_\_\_ I have received a copy of the DC&F brochure entitled "Know Your Child's Day Care Center."

\_\_\_\_\_ I will abide by the policies set forth in our student handbook.

\_\_\_\_\_ I understand this childcare centers discipline policy includes, redirection, verbal guidance & if necessary, a "time out, and if the child becomes unmanageable he or she will be taken from the classroom and I will be called. Children shall not be subjected to discipline that is severe, humiliating or frightening, associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited.

\_\_\_\_\_ I have received and understand First United Methodist Child Care's expulsion policy.

\_\_\_\_\_ I have received, read and will abide by the food policy.

\_\_\_\_\_ **Child's Birth Certificate must be on file.** Your child will not be permitted to attend until we have this on file.

\_\_\_\_\_ **A current immunization record & physical exam form** must be on file. Immunizations must be updated by the expiration date determined by your physician. No child will be permitted to attend any child care programs without the required medical records.

\_\_\_\_\_ Acceptance of this enrollment form and **a registration fee of \$125.00 for new enrolled students & \$75.00 for current students enrolled** assures your child a place in our childcare center. Additionally, I understand that **registration fees are non-refundable.**

\_\_\_\_\_ Book & Supply fees are due by June 1, 2017 or at the time of registration if registering after June 1. These fees are non-refundable and non-transferable. Book & Supply fees not paid by June 1 will be assessed a late fee.

\_\_\_\_\_ In return, we expect that you will honor your enrollment for the term unless you move from the city, experience unusual circumstances, or with the mutual agreement to dissolve this contract that is the most advantageous arrangement for the child.

\_\_\_\_\_ Assessed weekly child care payments must be made in a timely manner to continue child care services. **All fees** (including any assessed late payment or pick up charges) must be paid **within the current weeks care.**

\_\_\_\_\_ Acceptance of the Vacation Policy as written, including the days off from school.

\_\_\_\_\_ **LATE PICK UP CHARGES**...If my child is picked up after their program ends or after hours, I will be charged \$15 for every 15 minutes late. These late pick up charges are due the day of late pick up or the next day of attendance.

\_\_\_\_\_ In case I do need to remove my child from the program, **I will give two (2) weeks' notice or pay for that time.**

**Weekly payments are due on Monday each week** and considered late with a \$15 fee if not paid before 9 a.m. on Wednesday of that week's care.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_