

Parent(s) agrees to:

- Bring my child consistently, instead of now and then, so that he/she can learn the daily routine and become part of the group.
- Sign my child in upon arrival and out upon departure daily.
- Sign in any prescription medication on appropriate medication form and be sure staff is aware that the medication needs to be given.
- Not to ask staff to give non-prescription or outdated medicine or medicine prescribed for another child in the family.
- Read the Parent Handbook carefully and ask questions for clarification on any matters not understood.
- Notify the center in advance of the time my child is to be withdrawn so the space may be filled with another child on the waiting list.
- Pick up my child consistently at the end of the work day/school day, which is at _____ p.m. or let the center know if I am going to be late.
- Always see that my child is picked up by center closing time, which is 5:30 p.m. I realize that no employee is paid beyond 5:30 and that I will be charged a fee of a \$1.00 per minute per child in the event I arrive late to pick up my child.
- Let the center know by 10:00 a.m. if my child is going to be absent or will be arriving later. I understand that the lunch count goes to the cook at this time and staff needs to have an accurate attendance count by then.
- Keep an extra set of clothing at the center for my child and replace them promptly each time they are used. I am also aware that I need to check my child's cubby periodically to make sure the extra clothes are appropriate for the season.
- Bring child dressed in clothes he/she can manage by him/herself at toilet time. No belts or suspenders unless my child can manipulate these. Dress my children in appropriate clothes for the weather. I realize that the children go outside in winter and my child will need mittens, a coat, and hat daily and boots for snow or slush.
- Keep the center informed of my home, work, or school phone number or address changes.
- I will pay my tuition fee each week. I realize that not paying my tuition fees weekly will result in a late fee as outlined in the fee schedule.
- If I am receiving state subsidy for child care, sometimes known as Link, my child must be in attendance at least 13 days per month. I realize that if I use more hours than what my certificate allows, that the center will charge me an hourly rate and/or if I bring my child on a day that the certificate will not cover, I will be charged an hourly rate.

Parent Signature

Date