

FIRST ASSEMBLY OF GOD
CORNERSTONE DAYCARE LEARNING CENTER
PARENT AGREEMENT/ENROLLMENT POLICY

Welcome to Cornerstone Daycare Learning Center. The following policies have been developed in order that we cooperate together in providing a quality care environment for your child. The conditions of this agreement provide protection for both the families enrolled and Cornerstone Daycare Learning Center. First Assembly of God is legally responsible for Cornerstone Daycare Learning Center.

1. Children are eligible for enrollment in the Center if they are a toddler to 12 years old provided they participate in the total program and enrollment space exists.
2. The Center will enroll only those children who are at a stage of growth and development which enables them to benefit from the Center's care and education program. The Center will not provide service to any child whose needs cannot be met or whose behavior endangers other children.
3. The parent is responsible for completing all enrollment forms prior to the child's attendance in the Center. Once initial forms have been completed and \$50.00/\$75.00 registration fee paid, the child is considered ready for enrollment. If appropriate space has been found for your child, verbal confirmation will be given. At this point, the registration fee is considered non-refundable.
4. Following enrollment, the parent is responsible to inform the Center immediately should any changes occur affecting the care of the child (i.e., physical needs, emotional needs, or general and emergency information). Any relevant court orders that would include the child must also be provided to Cornerstone.
5. The Office of Early Childhood and Out of School Learning requires all children to have a physical examination twelve (12) months prior to or within one month after attending the Center. The Center will provide the form for examination which is to be completed by a licensed physician. Your child's immunizations must be updated and the dates of the shots submitted in written form from your physician. This examination will need to be repeated when a child turns two.
6. A responsible adult must bring the child into the building in person each day. It is the responsibility of this adult to make sure the child's teacher is aware of the child's arrival and departure from a room. **Children MAY NOT be unsupervised in the building per our licensing requirements, so parents must be with child at all times in the halls, bathrooms, or rooms where Cornerstone staff is not present. Disenrollment may occur if parents allow child to be unsupervised. The adult must also sign the child in and out in Procure per state regulations.** The Center will only release the child to those authorized by the enrolling party indicated on the enrollment form. A written note or telephone call to the Center's office is acceptable in emergency cases only. Authorized person must provide identification.
7. The parent must provide an entire change of clothing (pants, top, and underwear, socks) to leave in the child's cubbie at the Center for use in the event of spills or soiling. Please mark each item with the child's name and check daily for clothing in need of laundering. In such case, return a replacement change of clothing the following day of attendance. If your child needs a change of clothing, you will be called and asked to bring a set.
8. Preschool takes place in the classroom from 8:00 a.m. – 11:00 a.m. or 11:30 a.m. depending on the classroom schedule. **Please refrain from dropping off or picking your child up from the daycare during naptime** unless needed for appointments or unusual circumstances. Should your child be absent, please telephone the center before 9:00 a.m. Parents who report absences before 9:00 a.m. on Monday will not be assessed a late fee charge. (See paragraph 16) Otherwise, the parent will be responsible for making payment regardless of attendance.
9. The Center is open Mondays through Fridays from 6:00 a.m. to 6:00 p.m. The doors will not be opened for service prior to 6:00 a.m. Parents who are late in picking up their children need to call by 6:00 p.m. and inform the Center. A \$25.00 late fee will be charged for anyone arriving between 6:00 p.m. and 6:15 p.m. A parent will pay an additional \$10.00 for each 5 minute increment. (For example a 6:17 arrival will cost \$35.00 and a 6:31 arrival will cost \$65.00) Parents will be expected to make late payments within one week of billing. We will make every attempt to reach an authorized pick up person if a child remains at the center past closing. If a responsible person cannot be reached we reserve the right to notify Child Protective Services if a child remains at the center past 7:00 pm.
10. Parents must not bring any child to the Center if the child shows any sign of illness (i.e., fever, rash, vomiting, thick or colored nasal drainage) or is unable to participate in the normal routine and regular program of the Center. Parents need to contact the Center by 9:00 a.m. indicating that the child will not be in attendance due to illness. Should such illness be communicable, the parents need to inform the Center and must secure a physician's written release prior to returning the child to the Center. Should the child become ill during attendance, the parent will be contacted and must come for the child immediately. Children with a temperature of 100 degrees or over and children who are unable to participate in the program due to illness will be sent home. Children must be fever/symptom free for 24 hours without medication in order to return to the Center. The center will inform the parent of any significant occurrences or problems affecting the child, including exposure to communicable disease.

11. The parent agrees by enrollment for the child to participate in all aspects of the care and education program. These programs include (breakfast, a.m. snack, lunch, p.m. snack), health education experiences (vision, hearing, dental and other screenings), language, math, creative arts activities, biblical activities, science and dramatic play activities, music), and special programming (self-esteem, entertainment/information events, etc.).

12. Communication is provided to parents in a variety of ways. Classroom teachers are responsible to provide a monthly letter to parents which outline specific events in the room. The center publishes a monthly newsletter. Staff will also call a parent or legal guardian if any event arises that needs attention. Parent/Teacher Conferences are held annually. Parents can also contact Cornerstone staff as they deem necessary. An "open door" policy does exist. Parents are welcome to visit their child at any given time, or call to check on their child during the school day.

13. Occasionally children will be involved in enrichment trips away from the Center. A Field Trip Permission Form must be signed for EACH field trip. Prior to each event, a notice will be placed in your child's cubbie informing you of an upcoming trip. A notice will be posted on the classroom Parent Board. Children may be involved in activities that take place in room 89 such as *Cartwheels in Motion* or Chapel. These activities will be considered an "in-house" field trip.

14. In the event of medical emergency, appropriate action will be taken by contacting emergency medical services. The parent will be contacted immediately, notified of the emergency and informed of any action taken at that time and shall release the Center from liability in case of accident or illness.

15. Fees for child care services are based upon the cost of teaching and child care, meals and preparation, learning and play material, building and utility expenses, and administrative and professional fees. The fee, payment plan, and registration fee will be determined upon enrollment. Registration fees are non-refundable.

16. Fees must be submitted on Monday of the current week or first day of care for part-time children. Payment must be submitted through auto-withdraw from an account or a debit/credit card (Tuition Express) or through swiping a debit/credit card at the check in station. A late fee of \$25.00 will be charged if payment is not received as stated above. A \$28.00 fee is assessed for any declined payment. Failure to submit fees (including any charges incurred) will result in discontinued service immediately. A collection agency will be engaged to collect outstanding balances as well as attorney fees or court costs that result from collection of debt.

17. The vacation policy allows parents freedom from full payment a maximum of two (2) weeks of your child's schedule each school year. Parents must inform the Daycare office when their child will be on vacation and submit a \$1.00 a day holding fee.

18. The Center will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day. If any of these holidays fall on Saturday, we will close on the Friday before. If the holiday falls on Sunday, we will close on the Monday after. We will also be closed for one Friday in the Spring (typically in March) for the statewide IAECY conference so that our teachers may attend. For the conference closing, you will be notified of the specific date a month prior to the closing. Adjustments in fees will not be made on these days.

19. The Center will make every effort to remain open during times of inclement weather (snow storms, etc.) and any condition beyond our control that prohibits the center from meeting state licensing regulations. Information regarding any late openings or necessary closing will be aired on the WBCL, WLAB, and WOWO radio stations. If such is necessary, fees will not be adjusted.

20. Withdrawal from enrollment must be made by giving two (2) weeks notice so that arrangements can be made to enroll another child in that spot. Parents who fail to give notice will be expected to pay fees for those two (2) weeks.

21. Smoking, alcohol, firearms, and/or possession of drugs are prohibited on the premises of Cornerstone Daycare Learning Center by State Licensing Regulations. Licensing Regulations are available for you to view in the daycare break room. Please ask for assistance and we will direct you to their location.

I have received the policies here outlined, provided the requested information, and hereby agree to allow Cornerstone Daycare Learning Center to verify this information at any time it is deemed necessary during registration and enrollment of my child. I further agree to abide by all policies and procedures herein outlined and understand that failure to do such will result in cancellation of my child's enrollment and discontinuation of service. Further, I agree to abide by any additional rules and regulations which may be presented by the Board of Directors and/or administration in the future, provided written notice of such is received and acknowledged by me.

Parent Signature _____ Date _____