

2012-2013

Parent Agreement

1. I agree to pay a non-refundable registration fee of \$100.00 per child. I understand that if I choose to withdraw my child and re-enroll at another time that I will have to pay another \$100 registration fee.
2. I agree to pay a curriculum fee of \$50 for (P-2), and \$75 for (P-3/K-4).
3. I agree to pay monthly tuition of _____, _____, _____, for a total of _____ per month. A \$25 NSF fee will be charged for each returned check. Accounts with more than 1 NSF check must pay by money order.
4. I agree to pay my tuition in advance by the 1st of the month. Tuition is considered late after the 5th of the month.
5. **Once I enroll my child, I am responsible for the tuition every month whether my child is here or absent for any reason. Credit will not be given for holidays when the center is closed. We do not give vacation weeks. A late fee of \$20 will apply for tuition received after the 5th. Children will not be accepted for care after the 15th of the month if there is a past due balance on the account.**
6. I agree to pick up my child by 6:00 p.m. or have alternate pick-up arrangements. I understand that after 6:05, a late fee of \$25 will be charged until 6:15. After 6:15, the late fee is \$25, plus \$1.00 per minute. ELC will disenroll a child who is continually late being picked up.
7. I understand that ELC can not carry delinquent accounts. Childcare privileges will be suspended for accounts that are past due.
8. I understand that I must pay my tuition in the childcare office only. Teachers and staff are not allowed to take payments of any kind. All payments must be by check or money order.
9. I understand that I must submit a copy of my child's immunization record, and all applicable paperwork before enrollment.
10. The ELC is closed for the following holidays
 - New Year's Day
 - Good Friday
 - July 4th
 - Labor Day
 - Memorial Day
 - Thanksgiving Day and Friday following
 - Christmas Eve and Christmas Day
11. I understand that ELC is not responsible for personal items brought from home. Toys from home are not allowed at the center.
12. I hereby authorize the ELC staff to care for my child during the time he/she is at the center.
13. My child _____, has my permission to take part in field trips away from the center (P-3 and older). ELC will provide the transportation to and from field trips in buses.
14. **I authorize Evangel Learning Center staff to administer and/or secure emergency medical treatment for my child in case of inability of the center to reach me.**

15. I will follow the Illness/Medication policy of the center. I understand that if my child is sent home from the center with symptoms that my child can not return to the center for 24 hours after symptoms have disappeared. **Medication is given at 11:00 a.m. and 3:00 p.m. only.**
16. **I understand that ELC does not use corporal punishment.**
17. I understand that Evangel Learning Center is a non-discriminatory childcare center. Discrimination by childcare centers on the basis of race, color, creed, national origin, handicapping condition or ancestry is prohibited.
18. Evangel Learning Center is a not for profit ministry, making every effort to maintain the lowest tuition possible, consistent with the high standard of programs and care that you desire for your child. The center reserves the right to make adjustment in tuition as may be required by increased operation expenses. Parents will be notified 30 days in advance of such adjustments.
19. I understand that my child will be served 2 snacks a day, plus a lunch. **I understand that breakfast can be brought from home and eaten at the center until 7:45 a.m.** If your child has a documented food allergy, you must provide the center with an alternate food.
20. All items must be labeled clearly with your child's name. The lost and found items will be kept for three months, and then donated to a charitable organization.
21. **I agree to bring my child before 10:00 a.m. or after 2:00 p.m.** This helps with the transition between lunch and naptime.
22. I understand that I may be asked to find alternate care for my child for the following reasons:
 - a. Aggressiveness towards other children or staff
 - b. Biting
 - c. Improper use of language
 - d. Any condition or behavior that requires more care than our teacher/child ratios can provide
 - e. Any action or behavior by a parent/relative that is considered detrimental to the well being of the center.
23. I understand that parents/relatives are not allowed to visit in the classrooms for extended periods of time. We want parents to feel that they can come and check on their children, but visitors in the rooms does become disruptive at times. All visitors must first check in at the office.
24. I understand that ELC has internet access cameras. My child's classroom will be available over the internet for viewing by parents/relatives with the proper passwords. Credit will not be given if the cameras are not working for any reason.
25. I understand that parents are expected to follow the policies and general rules of the center and the classroom. If I am unable to follow these policies, I will be asked to make other arrangements for my child.

I have read and understand the above policies of the center, and will comply with them.

Parent/Guardian

Date

ELC Office Personnel

Date