

PARENT CONTRACT

Please read the ChildsPlace Parent Handbook to understand the following terms:

1. **Registration:** To secure enrollment for your child a REGISTRATION DEPOSIT is required and is non-refundable. The deposit consists of the annual \$85 registration fee and 2 weeks tuition which is applied to the first and last week of the school year.
2. **Payment:** Tuition payment is offered through a weekly auto draft system and is processed the Thursday prior for the upcoming week's tuition. Please review the details of this system and provide the necessary information on the attached sheet.
3. **Attendance:** Tuition is due regardless of school closings, vacation and/or sick days that fall on a given week.
4. **Notice for withdrawal:** Parents are to notify ChildsPlace in writing two weeks in advance of withdrawing from the school or making a change in their child's program hours, or will be required to pay the difference.
5. **Drop-off/ Pick-ups**
 - Drop off is between 7:30am-9:00am.
 - Breakfast is served between 8:15-8:45.
 - Morning pick-up is between 11:50-12:00.
6. **Charges for Late Pick-Ups:** ChildsPlace is open Monday through Friday, 7:30 a.m. to 5:30 p.m. The center closes promptly at 5:30 p.m. Parents are asked to call the school if they will be late to pick up their child. If we do not hear from a parent by 5:30pm, we will call the Emergency Contact person listed on your registration form. The following late charges will be charged accordingly.

LATE PICK UP FEE POLICY

Pick up time/charges:

0-10 minutes : \$10

11- 20 minutes: \$20

21-30 minutes: \$30

31-40 minutes: \$40

41 -50 minutes: \$50

51-60 minutes: \$60

7. **Teacher Communication Policy:** Teachers will send daily emails to share information about your child's weekly curriculum, daily activities, upcoming news and reminders. We encourage parents to speak in person with their child's teacher at drop off and pick up each day. Classroom emails received by parents will be read and responded to during naptime hours only. Responses requiring immediate attention should be directed to the office.
Teachers should not be contacted by the use of social media or by calling/ texting their personal cell phones at any time. Teacher responses will only be provided through classroom emails.

8. **Health Policy:** In an effort to provide quality care for all the children enrolled in our program, please be aware that children may not be in attendance at school under certain circumstances. Please read the center's Health Policy in detail to be aware of our policy and procedures regarding illness.

Though we are committed to providing high quality education and childcare, we recognize that we may not be able to meet the needs of all children and parents. We will work with families, but reserve the right to discontinue services, if doing so would be in the best interest of the child, family and/or school community.

I have read and understand all of the policies pertaining to my child's enrollment at ChildsPlace in the Parent Handbook. I understand and agree to abide by the enclosed policies.

Parent Signature: _____ Date: _____

Photography Release

I hereby give consent for my child to appear in photographs, video and sound recordings related to the educational purpose at ChildsPlace including daily emails that are sent to all classroom parents.

Parent Signature

Sunscreen Permission

I _____ give ChildsPlace and its staff permission to reapply sunscreen to my child, _____ and understand that I am responsible to supply the school with suitable sunscreen for my child.

Parent Signature