



## Parent and School Agreement

### I. ENROLLMENT REQUIREMENTS

- completed registration information card
- completed medical history statement signed by physician
- completed van card for medical information kept on van
- pay deposit (\$100) which is applied to first month's child care costs.  
The deposit is nonrefundable.

### II. PARENT/SCHOOL COOPERATION

#### *The parent agrees to...*

- Pay nonrefundable deposit (\$100.00) which is applied to first month's child care costs, and pay the semester supply fee (\$50)
- Pay **total** cost of monthly childcare on the first day of each month (if one child attends) or, pay one half of the childcare for two or more children on the first day of each month and the second half of the monthly payment will be paid by the 15th of that same month (if two or more children attend).
- Pay \$20.00 per returned check, and \$10.00 per day late fee if not paid on time.
- Honor the school policy of NO PRORATIONS IN PAYMENTS for excessive absences, holidays, illnesses, vacations, or early withdrawal during month for whatever reasons.
- Provide the school with current personal information at all times: changes in address, phone numbers at work and home, medical updates on vaccinations, changes in employment.
- Notify school in writing or by telephone when any person other than the parent will pick up the child. Persons other than the parent picking up the child must present a driver's license for verification of name and driver's license number.
- Provide lunch and drink daily. Do not send eating utensils (plates, bowls, cups, forks, spoons), napkins, ketchup, or mustard.
- Bring your child no earlier than 7:15 a.m. and return for your child by 5:45 p.m. Late charges will be assessed (\$1.00 per minute) after 5:45 p.m. These charges are to be paid directly to the staff member staying late with your child.
- Complete medical form giving permission to administer any medication and hand medicine to staff member. No medication will be given without a completed form or if the medication is sent into school in lunch kit or backpack.

### III. CLOTHING/PERSONAL ITEMS

- Please send your child in comfortable clothing which allows freedom of movement and enjoyment. Children wear smocks doing artwork but accidents may occur.
- Please do not allow your child to wear boots, jewelry, flip-flops, sandals that go between the toes, or belts. Thanks.

#### **IV. ILLNESS/ACCIDENTS**

- In the event your child becomes **ill** at school, a member of our staff will notify the parents immediately. If the parent or legal guardian cannot be reached, the staff member will call the persons listed on the registration card.
- If **emergency** treatment is necessary, our policy is to:
  - notify parent or legal guardian immediately,
  - notify persons listed on registration card if parent cannot be reached,
  - notify physician listed on medical history form in file,
  - call 911 or take the child to the nearest hospital.
  - any expenses incurred for the above actions will be the responsibility of the legal guardian.

#### **V. ACTIVITIES TO ENCOURAGE**

- Show And Tell occurs each Friday. Encourage your child to choose one item to share with their class. Please put the item in a grocery bag with the child's name on the outside for easy identification. Show and tell items may not be any object or objects which encourage violence in any form. Items not allowed: guns, knives, characters such as soldiers, swords, or any item that may encourage inappropriate aggressive behavior.
- Encourage your child to bring books, pictures, or movies any day. The same rule applies to these concerning appropriate children's items. Nothing that encourages aggression or violence will be allowed inside the school.
- Birthday Parties. We encourage sharing birthday fun with friends. Children love cookies, cupcakes or cakes, or pizza or chicken nuggets. We will furnish juice, cups, napkins. Please do not send hats, balloons, party favors, or gifts. You may send a camera and we will take pictures for you too!

#### **VI. NEWSLETTERS/COMMUNICATIONS**

- A class newsletter will be sent home during the first week of each month to update parents regarding class news and curriculum. Each class creates their own newsletter, including artwork and "individualized creative language".
- A monthly calendar and parent bulletin are sent home including information on field trips, children and staff birthdays, important dates for pictures, or special events.

#### **VII. PARENT VISITATIONS**

You are invited to visit our classes at any time on any day. No advance notification is necessary. Parents are encouraged to participate and enjoy meeting our staff. Celebrations for birthdays or special events may be coordinated with your child's teacher.

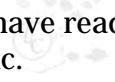
#### **VIII. ARRIVAL AND DEPARTURE TIMES**

One of our staff members will assist your child in arriving or departing from school without making the parent exit their vehicle. To utilize this service, drive

through the circular driveway during the times highlighted below. Please remain in your car and wait. Do not park & leave your vehicle in the drive-thru area during these times please: 7:15 a.m.-8:30 a.m. and 4:45 p.m.-5:45 p.m. Parents desiring to come inside may park in the designated parking spaces in the front of the school during the times listed above.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Your signature indicates you have read and will honor this agreement.  
Longmire Learning Center, Inc.  (979) 764-2718