



## Parent / Center Agreement

This agreement will govern the care given to \_\_\_\_\_ (child's name) and are agreed on by the Child Development Center and \_\_\_\_\_ & \_\_\_\_\_ (parent[s] / guardian[s] of said child). Both parties, the Gertrude Remmel Butler CHILD DEVELOPMENT CENTER of the First United Methodist Church (Center) and the said child's parent / guardian understand that this agreement is a legal contract, binding on both the Center and the parent / guardian.

### ACKNOWLEDGMENT OF MATERIALS RECEIVED

The parent / guardian acknowledges that the following materials in the Parent Package have been furnished to him / her.

- Student Information (INCLUDES Admissions Packet...Student Applications, etc.)
- Parent Handbook (INCLUDES School Policies & Discipline Procedures) online

### THE PARENT / GUARDIAN AGREES TO THE FOLLOWING TERMS AND CONDITIONS:

#### TUITION

The parent / guardian will pay the Center on Monday of each week, in advance, the sum currently charged for the care of his / her named child (here in after child). **THIS PAYMENT IS REQUIRED WHETHER OR NOT THE CHILD IS IN ATTENDANCE AT THE CENTER.** If payment is not received **by Tuesday at 9 am, your account will be charged a \$25 late fee.** In the event the CDC is unable to operate for any reason beyond its control (e.g. fire, flood, loss of utilities, etc – catastrophic event to the center) fees will not be waived, reduced, or otherwise abated unless such discontinuance of operation exceeds two consecutive business days. The center will follow the Little Rock School District 's inclement weather policy. If the LRSD and the center are closed due to inclement weather, full payment will be required.

Annual Re-enrollment / Registration Fees

The annual re-enrollment fee is due in February of each year and collected during pre-registration. The pre-kindergarten registration fee will be due at this same time.

## Siblings

UNBORN INFANTS: Parent is responsible for contacting the Admissions Department to place "unborn infants" on waiting list. If you anticipate that you will be on maternity leave longer than 8 weeks after you child's birth, please be aware that availability is based on birth dates and admission date. If a slot is available for your infant, it may be secured **for an "8 week" period of time only**. **Tuition fees begin after 8 weeks**.

## State Voucher Program

CDC makes available a limited number of openings to children whose day care fees are paid for by the child care vouchers. Parents should be aware that this program has a separate admission process, and CDC may not be able to continue to serve a child whose fees status changes from fee paying to voucher paying.

## **CARE PROVIDED**

The Center will care for the child and provide opportunities for the child's emotional, social and mental development in a group setting. The Center is equipped with toys, books and play apparatus to provide children with a variety of activities throughout the day. Lunch will be provided as well as morning and afternoon snacks. Parent / guardian agrees to provide formula, diapers, wipes and other items for the child as requested by the Center.

## Hours

Child care will be provided for the child from 7:00 a.m. to 6:00 p.m., five days per week, except for Saturday, Sunday and the holidays listed in the Parent Handbook. Children may not arrive before 7:00 a.m. Should an emergency arise, the parent / guardian should immediately contact the Center. A late charge of \$1 per minute will be assessed if the child is not picked up by 6:05 p.m. Compensation for these services is to be paid directly to the caregiver / staff person that has been overseeing your child's welfare until your arrival; not to the Center. Failure to pay incurred late fee charges may affect continued contracted services with the Child Development Center.

## Field Trips

The parent / guardian gives permission for the child to participate in educational and recreational field trips planned by the Center. Parents / guardians will be notified of upcoming field trips and may be invited to participate.

## Parent / Teacher Conferences

Parent / guardian and teacher conferences may be scheduled Monday through Friday between 12:00 noon and 2:00 p.m. Parents / guardians may drop by the Center to visit their child at any time during the day. If the parent / guardian drops by at a time other children are sleeping, the parent / guardian may use another area of the center to spend time with their child.

## **HEALTH AND SAFETY**

### Immunizations

All children entering the Center must furnish an authorized record that all immunizations required by the Arkansas Department of Health for pre-school children have been given. The parent / guardian agrees to update this information each time the child receives immunizations. Failure to do so in a timely manner may result in termination of child services.

### Illness

Each child will be checked each morning shortly after arrival for signs of infectious or contagious disease. Children will not be admitted if ill. If a child becomes ill during the day, the parent / guardian will be notified. Parents / guardians will be notified of contagious disease occurring in their area of the Center as soon as possible by means of a health watch notice posted throughout the area.

### Medication

In the event of illness, Tylenol may be administered at the discretion of the Director or her representative. If Tylenol is administered, the parents / guardians will be notified. Other medication will be administered to children only with written parental permission, only once a day and only at or near the noon hour. Medication is to be left at the front desk of the Center with a completed medication form. Medication is not to be taken to the child's room nor left in the child's locker or bag.

### Injury or Emergency

Any child who is injured will receive immediate attention, and appropriate steps will be taken to administer first aid. In the event of an emergency or serious injury, the parents / guardians grant permission to the Center to take whatever reasonable measures are necessary for the welfare and safety of the child. The parents / guardians grant permission to the Center, if deemed necessary, to transport the child for emergency care. Transportation may be by ambulance or private vehicle. The parents / guardians agree that in an emergency or if the parents / guardians cannot be reached, the child may receive whatever medical aid the attending physician deems necessary and expedient.

## **OTHER TERMS OF AGREEMENT**

### Permission for Pictures, Interview, etc.

Parent / guardian gives permission for the child to be included in photographs / videos taken for publication in such forms as newspaper articles, news releases, promotional materials, teacher training and other purposes. The parent / guardian understand that, under the Minimum Licensing Requirements for Child Care Center of the state of Arkansas, children "are subject to be interviewed by Child Care Licensing, DCFS Special Investigations and law enforcement for investigative purposes and / or determining compliance with Licensing Requirements."

CDC Curriculum as a "Mission" of the First United Methodist Church

As a mission of the First United Methodist Church, portions for the CDC curriculum may include religious (Christian) activities. Unless parent / guardian makes other child care arrangements, said child will be offered these activities.

Liability

The parent / guardian agrees that the Center is not liable for accidental injuries that occur or illness contracted while the child is in the care of the Center. The parent / guardian agrees to be responsible for any liability arising out of the acts of the child while her or she is in the care of the Center. The Center accepts no responsibility or liability for toys or other materials brought from home or expensive clothing worn by the child. Should such an item be damaged or destroyed, the Center will not repair or replace the item or indemnify the parent / guardian.

Termination of Child Care Services

The Center reserves the right to dismiss any child who cannot adjust to the Center after an attempt has been made to help the child adjust to the child care environment.

Failure to comply with the terms outlined in this Parent / Center Agreement or to communicate with Center representative regarding late tuition may result in immediate dismissal.

**The parent(s) / legal guardian(s) is / are required to provide a two (2) week's written notice of withdrawal from the Center.**

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Mother / Legal Guardian Signature / DATE

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Father / Legal Guardian Signature / DATE

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Center Representative's Signature / DATE

REV 02/10