



## Policy Agreement

Please initial each line as you read the following Agreement.

### Enrollment Procedures:

\_\_\_\_\_ - Emergency Card must be completely filled out and turned in along with:

- Immunization Card
- Child Profile
- Food Affidavit
- Infant Feeding Instructions (If Applicable)

\_\_\_\_\_ - Your Child must be signed in and out each day with a Legible First and Last Name.

\_\_\_\_\_ - Your child will only be released to the person or persons listed on the Emergency Card with appropriate identification.

\_\_\_\_\_ - Weekly Payment:

Child Name: \_\_\_\_\_ Age: \_\_\_\_\_

Weekly: \_\_\_\_\_ Daily: \_\_\_\_\_ DES(write your level): \_\_\_\_\_

### Payment Policy:

\_\_\_\_\_ - Payment is due on the Monday of each week. There is no reimbursement for days missed. If your child will be out for two weeks or longer, we must be notified to be able to reserve your child's place in their room.

\_\_\_\_\_ - A \$30.00 Late Fee will be added if your balance is not paid by Friday at 6:30 p.m. Your child will not be allowed to attend the following week if your account is past due, unless previous arrangements have been made.

\_\_\_\_\_ - **THERE ARE NO REFUNDS.**

\_\_\_\_\_ - You will be charged a \$25.00 Return Check Fee if your check is returned unpaid. Any payments thereafter must be paid by Money Order or Credit Card.

**WE DO NOT ACCEPT CASH.**

\_\_\_\_\_ - There is a \$1.00 per minute Late Fee charged after 7:00 p.m. This is added onto your bill, and must be paid with your tuition.

\_\_\_\_\_ - Transportation is provided to the local schools in our area. It is imperative that Sun Tykes is notified when your child does not need to be picked up. There will be a \$5.00 charge for Non-notification.

\_\_\_\_\_ - If your child does not arrive at the Sun Tykes Van, we will notify the school office and ask them to make a school announcement calling the child to the van. Our van will wait 5 minutes for the child. If the child does not arrive, we will notify the parent immediately. Sun Tykes can only take responsibility for the child once they are in our care.

\_\_\_\_\_ - The Center will be closed in observance of the following holidays:

- **News Year Day**

- **Memorial Day**

- **Independence Day**

- **Labor Day**

- **Thanksgiving Day**

- **Christmas Day**

There will be no credit or allowances for these days.

\_\_\_\_\_ - If you withdraw your child from our Center your balance must stand at \$0 or your remaining balance will be turned over to a collections agency or Small Claims Court.

## **Medication/ Health:**

\_\_\_\_\_ - Your child may not attend if they exhibit any of the following symptoms: Fever, Undiagnosed Rash, Vomiting, Diarrhea and/or other symptoms of any communicable illnesses.

\_\_\_\_\_ - Should your child become ill in our care, you will be notified and expected to return to Sun Tykes and pick up your child immediately. Please help us promote good health by keeping your child at home if they should become ill.

\_\_\_\_\_ - **We do not administer ANY medications, prescription or over-the-counter.**

## **General Requirements:**

\_\_\_\_\_ - Diapers and wipes must be supplied by parents, a \$2.00 per diaper fee will be charged for any diapers supplied by Sun Tykes.

\_\_\_\_\_ - Extra clothes must be brought in and labeled with first and last name for every child that is not fully potty-trained.

\_\_\_\_\_ - Please do not bring in toys or sippy cups as we cannot be responsible for any lost,

broken or stolen items. We do supply sippy cups for your child's use at our center.

\_\_\_\_\_ - Sun Tykes employees cannot provide any type of childcare services after hours.

**Special Needs** – Sun Tykes tries very hard to accommodate the needs of all children. If your child has special needs of any kind, please be prepared to provide us with detailed written instructions as to how you would like us to accommodate you and your child. Please discuss your child's needs with the center's Director prior to enrollment. It is our policy to accept children in compliance with the Americans with Disabilities Act (ADA).

**Lesson Plans** – Each class will have a weekly Lesson Plan posted to keep you informed of your child's activities throughout the day. We provide the opportunity to explore and learn about social skills, art, science, math, reading, health, nutrition, language skills, vocabulary, computer skills, creative learning, music, outdoor play and indoor games. Your child will learn through play, discovery and experience.

Sun Tykes reserves the right to disenroll your child if at any time we feel their needs cannot be met.

Your Initials and Signature indicate that you have read and agree with the above Policy Agreement provisions.

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

Date: \_\_\_\_\_