

# The Learning Station

## Parental Agreement

Name of Parent(s) or Guardian(s): \_\_\_\_\_  
Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: M F

The Learning Station agrees to provide services for \_\_\_\_\_,  
Monday thru Friday from 5:45 a.m. until 7:00 p.m. My child will be enrolled in the  
\_\_\_\_\_ class. Tuition for my family is \_\_\_\_\_. I agree to pay this in  
full on Friday of each week before the close of the business day. No reductions on tuition will be  
given for absences, vacations, or holidays. If your child is absent for the entire week, **full tuition**  
is still due. If your child comes to school for one day, full tuition is due. Payments made after the  
closed of business day on Monday will incur a \$30.00 late fee. We do not accept checks after  
Monday. If your account is delinquent, we will not be able to render services until your account is  
paid in full.

\_\_\_\_\_ **Initials**

**Open Door Policy:** The Learning Station has an open door policy, however, on the child's  
(ren) first day we ask that you stay no longer that 30 mins to 1 hour. We are also asking that  
during your child (ren) first 2 weeks that you give them some time to transition before you drop-  
in their classrooms. \_\_\_\_\_ **Initials**

**Late Fees:** Children must be picked up promptly at the end of the day. I understand that a fee of  
\$5.00 will be charged for the first minute per child and \$1 each additional minute per child  
thereafter, if my child remains after 7:00 p.m. Payment will be made directly to the director at the  
point of pick-up. I understand that a \$35.00 fee will be charged for any returned check.

**Cut off time:** Cut off time is at **9:30 a.m.**, students who arrive after this time must have a  
doctor's excuse upon time of arrival or we will not be able to render services on that day. If you  
have a **doctor's excuse** you must be here by **12:00 p.m.** in order for us to render services for that  
day. \_\_\_\_\_ **Initials**

**Withdrawal:** I agree to notify the center two weeks in advance of withdrawal, should that be  
necessary. I understand that without notification, I am obligated to pay the two weeks tuition. If not  
paid, I understand that my account will be turned over to a collection agency for collection and that  
payment of all interest and fees will be my responsibility. \_\_\_\_\_ **Initials**

**Registration/Supply Fee:** The center's registration/supply fee of \$50 is a yearly fee. Each  
parent/guardian will be obligated to pay this non-refundable yearly registration fee. A notice will  
be provided by the center 30 days prior to the due date. \_\_\_\_\_ **Initials**

**Book Fees:** Book Fees are assessed to Pre-K 3, Private Pre-K 4, and Kindergarten at the  
beginning of each Academic School Year. The book fees for this Academic Year are \$30  
\_\_\_\_\_ **Initials**

**Future Enrollment:** If care is to begin at a future date, a registration fee of \$65.00 and first  
week's tuition is required to secure the spot for the child. The money will not be refunded if  
enrollment is canceled. \_\_\_\_\_ **Initials**

In order for your child to be enrolled at The Learning Station, your child must be present during  
the time of the tour. \_\_\_\_\_ **Initials**

**Assessments:** The Learning Station does 3 assessments a year in our Premier 3's, Pre-K 3, Pre-K 4, and Kindergarten classrooms. The Toddler B Room does 1 assessment at the end of the school year.

Each child will be enrolled in a specific program: Infants, Baby Tots, Toddler 1, Toddler 2, Premier 3's, Pre-K3, Pre-K4, Kindergarten, or Afterschool. The parent/guardian and the director must approve any changes within assigned programs. \_\_\_\_\_ **Initials**

**Part-time:** We offer part-time care 3 days a week, however if a full-time student wants to enroll you will lose your child's slot if you choose not to become full time. Part-time care consists of Monday, Wednesday and Friday. With part-time status, the full tuition is expected every Monday whether the child is present or absent. (If we have a spot available.) \_\_\_\_\_ **Initials**

**Drop-ins:** We offer drop-in care 3 times a month. Drop in students must call 24 hours in advance to make sure we have space available. Drop-in care is \$30 a day and must be paid at the time of drop-off in order for us to render service. No checks allowed for drop-in care. Cash, Money Order, Debt, or Credit card will be accepted. \_\_\_\_\_ **Initials**

### **Holidays:**

The center will be closed New Year's Day and the day after, Martin Luther King Day, President's Day (Conference/ Teacher Workday), Independence Day (July 4th), Closed Friday, July 26th for staff work day, Memorial Day, Labor Day, Good Friday, Closed Columbus Day, Election Day close at 3pm, Thanksgiving Eve at 3pm, Closed Thanksgiving Day, and the day after, Christmas Eve at 3pm, Closed Christmas Day, and the day after. If holidays occur during the work week, a full week's tuition is due to the center. If Christmas and New Year's fall on a weekend, we will close at 3pm on the Friday before and will be closed on the following Monday and Tuesday (This year Christmas falls on a Monday) \_\_\_\_\_ **Initials**

**Code of Conduct for Parents:** We expect all parents to be professional at all times. We expect parents to treat teachers and other parents in a manner in which they would like to be treated. We expect all parents to be role models. We expect parents not to use profanity at the center or be rude to teachers and or other parents, but to show respect to one another. We expect all parents to work with their child's teacher when it pertains to behavior and academics. We expect parents to be active participants with their child's learning development. \_\_\_\_\_ **Initials**

**No Competing Policy:** We are no longer allowing teachers or any members of their family to keep The Learning Station clients on their personal times as this is a conflict of interest. \_\_\_\_\_ **Initials**

### **No Beads Policy:**

In order to ensure the safety of our children, we are asking that the students in our Infants, Baby Tots, and Tots A, Tots B, & Premier 3's Classrooms do not wear beads or any small hair accessories in their hair. These small accessories may come off the hair and be placed in their nose or swallowed.

### **Nutrition Policy:**

The Learning Station believes in creating the healthiest environment for the children in our care. Children who eat well and are physically active are healthier and learn better. Our policies are based on best practices for healthy eating and physical activity. We are committed to support these lifetime changes. To set our children up for success, we will incorporate a birthday celebration policy. We will identify healthy snacks for all birthday's and party celebration. We will create a healthier environment for children to learn and grow.

**BIRTHDAY PARTYIES:** Birthday party celebrations will held on the second Friday of each month at The Learning Station. Parents must assist with their child's birthday party.

**ALLERGIES:**

If your child has allergies, and requires a special diet, please have a doctor's excuse. Thursday prior to the week of service menus will be posted. Please, your review your menus each week. \_\_\_\_\_ **Initials**

**Dress Code:** We expect all parents to dress appropriately as they enter the facility. No see through clothes, no short skirts, no gowns, no clothing with profanity, and no clothing that would be inappropriate for children to observe. We expect parents to wear shoes in the building. We expect parents not be on their phones when picking up their children. \_\_\_\_\_ **Initials**

**Medication:** Before any medication is dispensed to a child, the parent/guardian must provide written authorization which includes: date, name of child, name of medication, prescription number, dosage, date & time medication is to be given. Medication will be in the original container with the child's name marked on it. Medication will be given at 11 a.m. and 3 p.m. only. \_\_\_\_\_ **Initials**

**Immunization:** We require that all children attending our center be immunized. It is the parent's responsibility to provide and keep a current certificate of immunization for your child/children. Upon enrolling, parents must bring the form 3231 to the center. Each time your child is immunized, please bring a revised copy of the certificate of immunization-form 3231. If you chose to exempt your child from immunization for religious reasons, a notarized statement of exemption must be provided with the initial 14 day enrollment period. \_\_\_\_\_ **Initials**

**Ear, Eye, Dental Form:** The Learning Station requires all GA Pre-K students to submit the form 3300 (vision, dental, hearing, and nutrition screening) during the initial enrollment process. If follow up services is recommended documentation is required throughout the process. \_\_\_\_\_ **Initials**

**Supervision:** I agree to bring my child into the building and see that he/she is under supervision of his/her teacher before leaving the premises. Children will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel. I also agree to sign my child in and out each day. I understand that if I check my child out for the day he/she can't return unless they have a doctor's excuse. \_\_\_\_\_ **Initials**

**Records:** I acknowledge that it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc. \_\_\_\_\_ **Initials**

**Incidents:** The Learning Station agrees to keep me informed of any incidents, including illnesses, injury, adverse reactions to medications, exposure to communicable diseases, which include my child. \_\_\_\_\_ **Initials**

**Attire:** Children should wear washable clothing which are comfortable and ok to get a little messy. Each child must have 2 changes of clothing (seasonally appropriate) infants thru 3 yrs. old need at least 2-3 changes of clothing. These clothes are to be kept at the center to be used for emergencies. All clothes should be marked with the child's name. The center is not responsible for damaged or unmarked clothing. \_\_\_\_\_ **Initials**

All abandoned items become the property of The Learning Station after 30 days. \_\_\_\_\_ **Initials**

Parents/guardians of children not yet potty trained must provide appropriate disposable diapers or pull-ups and wipes. \_\_\_\_\_ **Initials**

Parents/guardians of infants (not on table food) are responsible for bringing their child's formula or use the center's formula. All infants under 12 months must bring pre-package baby foods only. Baby cereal is provided by the center. \_\_\_\_\_ **Initials**

**Menus:** Weekly or monthly menus are posted at the front door bulletin board and parents/guardians may refer to these at any time. Food exceptions cannot be made for individual children except in the case of allergies and religious needs. A written statement from a physician is required for children with any allergies. \_\_\_\_\_ **Initials**

**Food Program:** We participate with the USDA Child Food Program. Our families will need to complete a new Income Eligibility Form every August. Our daily menus will be posted in the front on the information board. **Children who arrive after meal time should be fed before they arrive. Please don't bring in any outside foods.** \_\_\_\_\_ **Initials**

**Toys:** Parent/guardians are asked to see that children do not bring toys to the center, except on "Show-n-Tell" day. Each preschool child in the center will have the advantage of an afternoon nap. \_\_\_\_\_ **Initials**

**Sick Children:** Children who become ill cannot remain at the center. Parents/guardians will be notified to pick up the child. If your child has a fever or diarrhea, he/ she must be free from those symptoms for 24 hours (from the time of pick up) in order to return to school. Children absent from the center with a contagious disease will not be permitted without a signed statement from a physician indicating that the child is no longer contagious. \_\_\_\_\_ **Initials**

Children will be permitted to play outside on the playground daily, except in inclement weather. If you do not want your child to participate in outdoor activities, you must bring a signed note from the physician stating this to the director. \_\_\_\_\_ **Initials**

**Authorization:** The Learning Station agrees to obtain written authorization from the parent/guardians before my child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep. \_\_\_\_\_ **Initials**

**Child Abuse:** The State of Georgia requires that all members of child care institutions are on the lookout for, and report to the state, any and all cases of suspected child abuse. This center is obligated to report to the state, any suspected cases of child abuse and/or neglect. \_\_\_\_\_ **Initials**

**Picked Up:** If a child is to be picked up by someone other than the names listed on the release form, the following steps will be followed;

- a. The parent/guardian must tell the director/owner in the morning at the time of drop off who will be coming to pick up the child.
- b. Picture identification will be requested of the person picking up the child.

The child will not be released from the center unless these steps are followed. \_\_\_\_\_ **Initials**

**Transportation:** If your child (ren) are in Elementary or Middle School, and participate in our Before Care, we are asking that they arrive at the center no later than 6:30 a.m. This ensures that all students arrive to school on time \_\_\_\_\_ **Initials.**

**Transportation:** A \$10.00 Transportation Fee will be assessed to any account, if we arrive to your child’s school, and they are not there. (You didn’t contact the center before 1:00pm). If your child is absent but rides The Learning Station bus in the morning, please notify the center if they will not be pick up from school that day. The Learning Station does not provide service for afterschool students if we do not pick them up from school. Parents are not allowed to drop students off in the afternoon.

**Payments:** The Learning Station does not accept debt or credit card payments under \$20, this also applies to online payments. \_\_\_\_\_ **Initials**

**CAPS Program:** If you participate in the CAPS Program your child’s full tuition will be expected on Monday whether your child is present or not. (There will be no reduction in tuition for absent students.) \_\_\_\_\_ **Initials**

**Check Out:** If you bring your child to school and then check them out he/she can’t return to school for the day. \_\_\_\_\_ **Initials**

**Soiled Children:** If your child arrives to school soiled, please park and change your child in our designated area. \_\_\_\_\_ **Initials**

Although we request cooperation in not disrupting our program, parents/guardians are permitted access to all parts of the center at any time their child is present.

This agreement may be changed at any time by The Learning Station to comply with governmental regulations or for any other reason. I have read and received a copy of the handbook. I agree to abide by the policies and payment guidelines as contracted above. I understand that if I am not in compliance with the guidelines of the center that my childcare services can be terminated at any time \_\_\_\_\_ **Initials**

I have completed all application and forms needed for enrollment. I understand that it is my responsibility to update all information when necessary. \_\_\_\_\_ **Initials**

Signature (Parent/Guardian): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Parent/Guardian): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Facility Administrator): \_\_\_\_\_ Date: \_\_\_\_\_