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 through Friday from 6:00 a.m. until 6:00 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 close of business day on Friday (6pm) will incur a $40.00 late fee. If you pay your tuition late twice, you will be expected to place your credit card on your file. (There will be no refunds. Also, parents if you pay your tuition in advance, there will be no refunds if you decide to leave.) We no longer accept checks, money orders nor Cash App payment for tuition. 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. 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 $1each additional minute per child thereafter; if my child remains after 6:00 p.m. Payment will be made directly to the director at the point of pick-up or before service is render the next business day. **\_\_\_\_\_\_ Initials**

**Cut off time:** Cut off time is at 9:00 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 (Please make sure your child is fed prior to drop off.) \_\_\_\_\_\_**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 $75 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 Tenacious Explores and Talented 3 at the beginning of each Academic School Year. The book fees for this Academic Year are $40 \_\_\_\_\_\_\_**Initials**

**Future Enrollment**: If the care is to begin at a future date, a registration fee of $75.00- 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 Talented 3’s classrooms. Tiny Sprouts A and Tiny Tots B does 1 assessment at the end of the school year.

Each child will be enrolled in a specific program: Infants & Little Sprouts, Tiny Sprouts A and Tiny Tots B, Tenacious Explores, Explores, Talented Three’s or Afterschool. The parent/guardian and the director must approve any changes within assigned programs. \_\_\_\_\_\_ **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 $40 a day plus a one time $75 registration fee must be paid at the time of drop-off for us to render service. No checks money orders, or Cash App’s are allowed for drop-in care. Debt or Credit cards will be accepted. There is a convenience fee for all Debit or credit cards payments made at the center or by phone. \_\_\_\_\_\_\_ **Initials**

**Holidays:** The center will be closed on July 31st (Teacher Work Day/Preplanning), Center closed August 30th, Labor Day, Columbus Day, Veteran’s Day, Election Day Close at 1pm, (President Election) Thanksgiving Eve Closed at 1pm, Closed Thanksgiving Day, and the day after, Christmas Eve Closed at 1pm, Closed Christmas week 12/25-12/31, New Year’s Day 1/1, Martin Luther King Day, President’s Day (Teacher workday/ Parent conferences), March 14th (Teacher workday), Good Friday, Memorial Day, Juneteenth (June 19), Independence Day (July 4th). If Juneteenth or July 4th falls on a weekend, we will be closed the Friday before or the Monday after.Reminder if your child participates in our GA Pre-K After School Program or our Before & After School Program, full tuition is still expected for the weeks of Thanksgiving & Spring break in order to hold their spot. If holidays occur during the work week, a full week’s tuition is due to the center. \_\_\_\_\_ Initials

**Code of Conduct for Parents:** We expect all parents to be always professional. We expect parents to treat teachers and other parents in a way 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 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 in 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, Infants & Little Sprouts, Tiny Tots A and Tiny Tots B, 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. \_\_\_\_\_ **Initials**

**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 supporting 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. \_\_\_\_\_ **Initials**

**Birthday Parties:** Birthday party celebrations will be held on the second and fourth Friday of each month at The Learning Station. Parents must attend their child’s birthday party. We also offer a customized birthday party at the Zone. If you have any questions, please stop by the office for more information. \_\_\_\_\_ **Initials**

**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, 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 are not on their phones when picking up their children. \_\_\_\_\_\_ **Initials**

**Medication** Initials (The Learning Station will not dispense medicine, because we do not receive sick children.) **\_\_\_\_\_ 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. \_\_\_\_\_ **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 the 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 cannot 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 (The report is given to an administrative staff member immediately after completion.)**

**Attire:** Children should wear washable clothing which is comfortable and ok to get a little messy. Each child must have 2 changes of clothing (seasonally appropriate) infants through 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. \_\_\_\_\_ I**nitials**

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. **All infants must be feed & changed within the hour upon arrival)** \_\_\_\_\_\_\_\_\_ **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 on the front on the information board. **Children who arrive after mealtimes should be fed before they arrive. Please do not bring any outside food. \_\_\_\_\_ 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 to 48 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** (Due to COVID-19, we will not receive sick children.)

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 childcare institutions are on the lookout for, and report to the state, 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;

* 1. 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.
  2. 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 6:45 a.m. This ensures that all students arrive to school on time **\_\_\_\_\_\_ Initials.** (Only applies once the students go back to school.)

**Transportation:** A $10.00 Transportation Fee will be assessed to any account, if we arrive at your child’s school, and they are not there. (You did not 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 picked up from school that day. The Learning Station does not provide a service for afterschool students if we do not pick them up from school. Parents are not allowed to drop students off in the afternoon. **\_\_\_\_\_ Initials**

**All vehicles are checked inside and out during the time of entering and departing to insure no children are being forgotten in the vehicle.**

**Payments**: The Learning Station does not accept debit or credit card payments under $20, this also applies to online payments. The Learning Station will no longer accept Checks or Money Orders. **\_\_\_\_\_\_** **Initials**

**CAPS Program:** If you participate in the CAPS Program your child’s full tuition will be expected on Friday no later than the close of business (6pm) whether your child is present or not. \_\_\_\_\_\_\_ **Initials**

**Check Out:** If you bring your child to school and then check them out, he/she cannot return to school for the day. \_\_\_\_\_\_ I**nitials**

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

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 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\_\_\_\_\_\_ I**nitials**

**COVID-19 POLICES AND PROCEDURES:**

In order to maintain a healthy environment, The Learning Station will not receive any sick children. We ask that you check your child’s temperature every morning before arriving at school. We will not receive children with a temperature of 99 degrees Fahrenheit or higher. **\_\_\_\_\_ Initials.**

I have completed all the applications 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised 06/24/2024