

## Policy Agreement Form

I have read the Children's Center Policy Handbook and I understand that prior to admission of my child, \_\_\_\_\_, it is my responsibility:

- To notify the school at least two days in advance of the child's enrollment day.
- To complete all application forms including:
  - Enrollment Form
  - Pickup and Emergency Information
  - Individual Information Questionnaire
  - Medical Release
  - Field Trip/Photograph Consent Form
  - Certificate of Child Health Exam (filled out by your physician)
  - Orientation Form
- To provide in writing to Day Care Administration of any changes to the Enrollment form including but not limited to phone numbers, cell phone numbers, pagers, address, e-mail address, and medical information.
- To agree that tuition may be raised or lowered as determined necessary by authorized persons. A minimum of two weeks notice is given before a tuition change.
- To understand that should I become more than one month delinquent in payment of tuition, my child may be dropped from the enrollment. If special financial arrangements need to be made I will contact the School Administrator at Ext. 3762. If any payment for services rendered is not made within 30 days of written request, arrangements will be made to withhold that amount from my wages.
- To pay a late fee upon arrival to the center if I fail to pick up my child by the scheduled pick up time. Morning part time students are to be picked up by 1:00 p.m. and afternoon part-time students and all full-time students must be picked up by 5:30 p.m. Charges are: \$15.00 for each 15 minutes of time.
- To abide by the Fermilab holiday schedule for closings, as well as those days when the entire Laboratory is officially closed.
- To submit in writing all withdrawal notices to the Day Care Administration two weeks prior to the date withdrawal is made.
- To abide by the original enrollment schedule and to obtain approval from the Day Care Administrator for any schedule changes.

I have received and reviewed the information in the Parent Handbook.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date