

In order to assure that new parents clearly understand the procedures and policies of Love N' Laughter, we all parents to read the policies and procedures handout that is enclosed with the enrollment forms and also to check off or initial the following important items:

- \_\_\_\_\_ 1. Parents are responsible for payment of fees on time. A late fee of \$10 will be added to bills not paid within two (2) days of the due date.
- \_\_\_\_\_ 2. There is no reduction of fees for absences except in the case of an extended illness of the child. The director should be notified if such a situation occurs.
- \_\_\_\_\_ 3. I understand that:
  - A. I must walk into the building with my child each day and make certain a teacher knows he/she is there. Older siblings are not to bring or pick up children.
  - B. I, or a responsible designated adult, will walk into the building to pick up my child(ren) and inform a teacher that we are leaving.
- \_\_\_\_\_ 4. NO toys, dolls, jewelry, etc are to be brought to school. Only in the event of a show n' tell day.
- \_\_\_\_\_ 5. I will keep my child at home if he/she has experienced a fever, diarrhea or vomiting. I understand that My child is to be free of these symptoms for a period of 24 hours before returning to school.
- \_\_\_\_\_ 6. All children need a complete change of clothing at the Center at all times, with the child's name on each item.
- \_\_\_\_\_ 7. Parents need to inform the Center of changes in addresses, phone numbers, employment, emergency information or any changes in family situations.
- \_\_\_\_\_ 8. Parents are expected to pick up children before closing time, 6pm. There will be an overtime charge of \$1 for each minute late, per child, to be paid to the teacher on duty for her overtime.
- \_\_\_\_\_ 9. Parents are expected to call the school if their child will not be attending that day or if he/she will be arriving later than 9am. If parent does not call, the child will be counted absent by 11:30am.
- \_\_\_\_\_ 10. No medication can be administered to a child without written consent and instructions from the doctor. Medication must be in original container.
- \_\_\_\_\_ 11. The director is to be notified TWO WEEKS IN ADVANCE before a child is to be withdrawn or for a reduction of schedule to occur. Parents are required to pay for time regardless of when child leaves.
- \_\_\_\_\_ 12. If, after a reasonable period of time, it is found that a child is unable to adjust to the Center, the Center reserves the right to request a withdrawal of the child. The decision is left to the discretion of the director.
- \_\_\_\_\_ 13. I agree to abide by all policies and procedures of Love N' Laughter.

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

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