



Early Learning Center Policies & Procedures Agreement

Child's Name _____

Please carefully review all procedures and guidelines prior to signing.

The purpose of this document is to provide protection for our parents as well as the Center. In order to assure that we can provide the services that your children are entitled to, it is essential that the financial status of the Center be stable. The Center's salaries and overhead expenses cannot be reduced because of "absentee losses" in income. In essence, This Agreement is a personal guarantee to the center that you will financially support the enrollment space guaranteed for your child.

Please initial after reading each policy.

(Initials)
(Initials)
(Initials)
(Initials)
(Initials)
(Initials)
(Initials)
(Initials)
(Initials)
(Initials)
(Initials)

1. Preschool Program Fees are _____
(Full time 10 hours or less. Hours of operation are M-F 6:30a-6p)
Part Time Days Schedule as follows
(Circle days) Monday Tuesday Wednesday Thursday Friday
2. 5% discount for multiple children enrolled in The Early Learning Center
3. 5% discount for monthly auto payments
4. 5% discount for Washoe County School District teachers
5. Fees are due by the Friday before each week childcare is provided or a \$5 late fee per day shall be charged to the account per child. There will be no deductions for illness, absences, vacations or holidays.
6. Parents are still required to pay for days when the center is closed for observance of holidays and an annual staff development day.
7. Annual Registration is \$20 and Materials Fee is \$45 and will be charged when you first begin and additionally every May for the following school year.
8. I understand that I may change my membership contract 1 time per school year. If additional changes need to be made, I agree to a \$10 processing fee. Also it is understood that a switch may not be able to happen depending on availability.
9. A 2 WEEK WRITTEN NOTICE MUST be given PRIOR to WITHDRAWAL. If this notice is not given, I agree to pay the full 2 weeks tuition.
10. Regular tuition will be due throughout the year including **holiday weeks**. Each family may utilize one vacation week per year (Aug to Aug) in which tuition will be credited.
11. The Early Learning Center is open from 6:30 am to 6:00 pm. Each child must be picked up by 6:00pm. A late fee will be applied for anyone picking up after 6:00pm. The charge is \$30 for the first 10 minutes, starting at 6:11 an additional \$3/minute will be added. Your child may not return until this is paid off and if not paid will result in discontinuation of enrollment. Each time you are late will result in a Late Pick up notice which you will need to sign. After the 3rd late pick up you will be suspended from the center for ONE week. If you wish to remain at the center, it is your responsibility to pay for that week in full before

returning. Furthermore we do ask out of courtesy for our staff if you are running late please call the front counter. (775) 322-9030.

- (Initials)
12. Parents needing their children in care over TEN hours in a day will be charged at the hourly rate after the 10th hour, of \$5.00 per hour, if prior arrangements **have** been made. With **no** prior arrangement, charge is \$30 for the first 10 minutes, starting at 6:11 an additional \$3/minute will be added for the time a child remains in the center. If your family receives assistance from any of the state agencies you will need to call your case manager and request that they pay for the overtime, if it is work related. If your child will not be attending for any period of time due to sickness or for other reasons, please call and let us know as soon as possible so we can plan for the day's meals, staff and activities. If, for any reason, your child will be in later than 9:00 am, you **MUST call before 9am to reserve your spot for the day. Children being dropped off after 9 am, that did not call, will not be accepted.**
- (Initials)
13. **Children are not allowed to be dropped off at naptime (12:00-3 pm).**
- (Initials)
14. Parents are expected to sign their child in and out daily, and to make sure your child is under the supervision of a teacher prior to leaving. At pick up children will not be released to any adult not listed on the pickup sheet. Children may not be released to anyone under the age of 18 without written authorization from a parent releasing the center from liability. If you are not signing in and out daily you will be charged a \$5 fee.
- (Initials)
15. Each family is given a key faub that must be used to enter the building. Additional key faubs can be purchased for a \$10 fee.
- (Initials)
16. Parents must provide the necessary health form as stated by the State of Nevada and the Health Department, these include; Immunizations which are current and what is called a well baby check stating that your child is able to attend preschool with no limitations. This also can contain a statement for OTC Medicines or Prescription medication needed during the day. (Tylenol or Albuteral as examples) **OTC medication cannot be given without a doctor's note.**
- (Initials)
17. I understand that the Department of Social Services Community Care Licensing personnel, State Health Department, School Readiness Nurses, Counselors and/or staff have the right to access and/or review all children's file. Child care licensing personnel also have the right to interview
- (Initials)
18. The Department of Social Services requires you to bring a fitted sheet and a blanket for your child at naptime. There will be a \$5/day fee if not brought in. We do not utilize extras. If your child is under 9 months we will provide the sheet and blanket until they transition onto a cot.
- (Initials)
19. Parents must provide an adequate amount of disposable diapers if your child is not fully potty trained. We will give you a reminder prior to you fully running out. If you run out we will charge you \$5/diaper of ours used. If you run out for 3 days your child will not be allowed back in until you bring in new diapers and pay the fees.
- (Initials)
20. Parents please send your children in comfortable, washable, play clothing each day. Remember your child will be painting, cutting, water play and other messy activities. Jeans, shorts, old t-shirts are very appropriate for our program. Good fitting shoes or athletic shoes are acceptable. Please no cowboy boots or open toed shoes. Parents of potty trained children are required to provide a 2 complete backup set of clothing (**shirt, pants, underwear, socks, shoes** etc.) for their child. The backup set will be stored in the child's cubby. *For potty training children, parents are required to supply (6) complete sets of clothing.*
- (Initials)
21. In the event of an emergency, the Center has my permission to administer first aid or obtain emergency medical treatment in the child's best interest. I agree to pay all expenses incurred due to emergency involving my child.
- (Initials)
22. Children who become ill may not remain at the Center, the parents will be called to pick their child. The

