



Ringgold First Baptist Pre-K and Learning Center

Parent Agreement

I _____, the parent/guardian of _____, who is enrolled in the 20__ - 20__ school year of the Ringgold First Baptist Pre-K and Learning Center, have received a copy of the Parents' Handbook. As a parent/legal guardian, I acknowledge that I have read the Parent Agreement and Parent Handbook and I am fully aware of the educational philosophy and all policies and procedures printed therein. We/I, the parent(s), agree to the following conditions:

1. I acknowledge that Ringgold First Baptist Pre-K and Learning Center is licensed with Bright from the Start: Georgia's Department of Early Care and Learning. The classrooms that fall under our license are labeled as: Red, Orange, Blue, and Green. **Children enrolled in our licensed classrooms MUST be completely potty trained**, and may be served up to nine hours per day. The center also has one classroom that operates under an **exemption from Bright from the Start** and are separate from the licensed hall. This classroom is labeled as the Purple Room. Children that are served in this classroom are not required to be potty trained. Also, this classroom operates for a **maximum** of four hours per day according to our exemption status.

2. I represent that I am the legal guardian of the child enrolled and acknowledge that it is my responsibility to keep all information and authorizations pertaining to my child current and up to date.

3. **I acknowledge that my child cannot be admitted until all required forms are completed.** These forms include: Registration Form, Parent Agreement, Georgia Immunization Form #3231 or a DPH Form #2208, Authorization to Dispense External Preparations, Extended Care and Early Arrival Form, Extended Care Lunch Agreement, the Food Allergy Action Plan, and the Incident/Discipline Dismissal Agreement Policy.

****These forms must be completely filled out.** Please fill in all blanks – if the information does not apply, simply put an "N/A" in the blank.

4. I agree to provide the program with the Georgia Preschool Immunization Form (form **3231**) from the Catoosa County Health Department or your child's doctor's office (this form will be returned at the end of the school year if needed). Should you opt for your child to not receive certain immunizations, you must provide a notarized affidavit to the Center, as required by the state of Georgia on a DPH Form #2208.

5. I agree to pay the **annual tuition** at the time of registration with registration fee, or understand I can make nine/ten monthly installment payments due on the first of each month, beginning in August/September and ending in May. **A late fee of \$25.00 will be charged after the 5th of each month.**

6. Ringgold First Baptist Pre-K and Learning Center **does not prorate or give refunds** for illness, vacations, holidays, in-service days, emergency closings, inclement weather closings by Catoosa County Public Schools, etc. **Days missed cannot be made up.**

7. I grant the teacher the right to exercise mild disciplinary measures for the well-being of all the children. If my child becomes overly excited or stimulated, they may need to sit quietly or be removed from the group. You will be notified if there are any discipline problems.

8. I understand that should my child bite another student, **I will be called immediately to pick up my child.** He/she may return to school the following day.

9. **I understand that sick children may not attend school.** I will be sure **24 hours have passed (without the aid of medication) after fever, vomiting, diarrhea, etc. before returning to school.** If my child becomes sick, I will be contacted and will pick up my child as soon as possible, or make arrangements to have my child picked up.

****If I do not wish for my child to participate in outside activities, I will pick them up before their scheduled outside playtime.**

10. I have authorized the doctor to accept any call from the school for emergency attention.

11. I understand that every enrolled child is covered by the Pre-K and Learning Center insurance, it is understood and agreed by me that Ringgold First Baptist Church, the Pre-K and Learning Center, director, teachers, aides, and volunteers are hereby released from any and all claims or financial responsibilities arising of any accidents or mishaps that may occur in connection with the operation of the school or from any illness that may be contracted by my child during the period of enrollment.

12. I agree to give a two week notice in writing for my child's withdrawal from the program.

13. I understand that I am responsible to contact the center when my child is absent.

14. I understand the hours of operation for the center are 7:15 am- 4:15 pm. Morning classes operate from 7:45 am – 12:00 pm. **Children attending morning classes should arrive by 8:15 am.** I understand the importance of my child arriving at school on time and children arriving after 9:00 am are a disturbance to the teacher, other students, and the class as a whole.

15. I understand late fees apply for children who are picked up after 11:45AM for 2 year old students, 12:00PM (for 3 & 4 year old, Half Day Program), or 4:15PM (for Extended Care).

16. I will provide a lunch as outlined in the Parent Handbook if my child is enrolled in the 2 year old classroom, or stays for Extended Care (past 12:00noon).

17. I understand that **I shall never leave my child/children unattended in a restroom, hallway, classroom** (when a teacher/staff member is not present), **or a parked car in the Center's parking lot.**

18. I understand when my child leaves the Pre-K and Learning Center parking lot **he or she will be restrained in a proper car seat, under the guidelines of the State of Georgia.**

19. I understand that I shall notify in writing (signed and dated) the Center when someone other than those named on the emergency information will be picking up my child.

20. I understand the Pre-K and Learning Center follows the Catoosa County School System schedule for all school closings, holidays, in-service days, inclement weather days, etc. The Center's calendar may be changed due to certain conditions beyond our control. Parents will be notified of such changes as soon as possible.

21. I understand if my child attends any field trips scheduled by the center, I am responsible for attending and providing transportation for my child to and from the field trip location. Early Arrival or Extended Care will not be offered on the days of field trips.

22. I understand that my child **MUST** wear an enclosed shoe that fits securely around the ankle (**Absolutely NO flip-flops, sandals, or slip-ons**). I will be notified to bring a change of shoes to the Center should I send my child in inappropriate shoes.

23. Ringgold First Baptist Pre-K and Learning Center reserves the right to cancel enrollment of a child for the following reasons:

- Nonpayment or excessive late fees
- Not observing the rules of the center as outlined in the Parent's Handbook/Agreement.
- If we do not adequately meet the needs of the child with our current staff or facility
- Physical or verbal abuse of staff or children by a parent or child
- If the child does not adapt to the program

24. I understand that Ringgold First Baptist Pre-K and Learning Center operates on a first come, first serve basis. Also, **our center bases the schedule and classes by the demand that is needed to cover the expense of operation.**

25. Pictures of my child may be taken for use within First Baptist Church/Pre-K and Learning Center, or for use outside of the facility including: the newspaper, Ringgold First Baptist Pre-K and Learning Center computer/iPad, birthday or other parties by parents or teachers, Center publications, seasonal programs, and other forms of media (www.ringgoldfbc.org).

26. **For the safety of other children and adults, I agree not to scan or otherwise depict on any networking profile, group page, blog, social media or similar internet medium, the pictures of children (other than my own child/children) who attend or visit the Center, nor**

the pictures of the teachers, assistants, director, or other staff of Ringgold First Baptist Pre-K and Learning Center in such medium.

27. *****ALLERGIES:** I understand that the Center is a shared facility of Ringgold First Baptist Church. **Should my child have allergies such as, but not limited to: peanuts, tree nuts, furry animals, or other things children use daily, I take full responsibility in allowing my child to attend the Center and participate in daily activities.**

*Please know that the Center’s staff is trained in the use of EpiPens, and we make every effort for each child to have a safe and enjoyable day while following state licensing requirements.

28. I acknowledge that Ringgold First Baptist Pre-K and Learning Center is a private entity which is providing this service to my child which receives no state or federal funding. I acknowledge that the Center is not bound by programs or requirements for enrollment or dismissal of students, and other regulations applicable to public education agencies.

As a parent: I acknowledge that I have read the Ringgold First Baptist Pre-K and Learning Center Parent Agreement and Handbook.

(Signature of Parent/Guardian)

Date

(Signature of Director)

Date