



2019-20

# Program & Parent Agreement

## AN AGREEMENT BETWEEN CALVARY'S LITTLE FRIENDS SCHOOL AND PARENT(S)/GUARDIAN

The following conditions involved in the care of:

(Child's name) \_\_\_\_\_ are understood and agreed upon between Calvary's Little Friends School and (Parent or Guardian).

### **Calvary's Little Friends School agrees:**

1. In return for the sum which the parent agrees to pay, the program will give regular care to the above named child during normal operational hours, from 6:30 a.m. to 6:00 p.m. Monday through Friday except for the following holidays:

**Labor Day:** September 2, 2019

**Thanksgiving:** November 28-29, 2019

**Christmas:** December 24-25, 2019

**New Year's Day:** January 1, 2020

**Memorial Day:** May 25, 2020

**Independence Day:** July 4, 2020

**Teacher In-service:** July 30-31, 2020

2. To notify parents/guardians in advance for all unplanned school closings except in the case of closings due to weather conditions, power outages, etc.
3. To provide a morning snack, a hot lunch, and an afternoon snack.
4. To provide resources in sufficient quantity to allow for a variety of play and learning activities during the day.
5. That a Teacher or a LFS Administrative team member will examine children daily for symptoms of contagious diseases or illnesses before they are admitted for the day. If a child displays symptoms of contagious disease, illness, or fever child, the child will not be admitted until they **have been symptom free for 24 hours.**
6. To give written notice in the event of exposure to contagious disease within the group.
7. That Little Friends School will exercise reasonable care and judgment in all matters related to the welfare and safety of the child.
8. To not release the child to anyone other than the parent or guardian unless written permission is received from the parent or guardian. If there is a custodial situation, specific rules will apply.

9. In case of an accident or illness of the child, the Teacher or Assistant Teacher will promptly take such reasonable measures as are, in his/her judgment, in the best interest of the child and will notify the parents or guardian as soon as possible.
10. To provide accident insurance coverage.

**The Parent/Guardian agrees:**

1. To read and adhere to the policies outlined in the Little Friends School 2019-20 Parent Handbook.
2. To pay and follow the Little Friends School monthly tuition and fee payment schedules as outlined on pages 6-9 in the LFS 2019-20 Parent Handbook.
  - a. It is the Parent/Guardian's responsibility to maintain currency of their account; this includes, but is not limited to custodial situations, CDR, family support situations, etc.
  - b. Tuition is due the first of the month for regular care given to the above named child from 6:30 a.m. to 6:00 p.m. Monday through Friday.
  - c. Tuition is past due after the 10th of the month and a \$15.00 late fee will be assessed on the 11th. An additional fee of \$30 will be assessed if payment is not received by the last business day of the month.
  - d. If the parent or guardian sees that the tuition or fees cannot be paid on time, he or she has the responsibility to make acceptable arrangements with the LFS Accounts Administrator before the payment is due. Any additional payment arrangements will be subject to the LFS late fee structure.
  - e. A \$5.00 (per minute, per child) late pick-up fee will be added when the child is left after 6:00 p.m. or dropped off before 6:30 a.m.
3. That if my child needs any medication, I will come to the LFS Office and complete and sign a Medicine Form in Blue Ink and that I understand that **a new authorization form is needed each week.**
4. In case of illness or accident that requires a physician's attention and if the LFS Administration is not able to reach any of the individuals on the above child's Emergency Contact list via phone communication then the LFS Administration can call 911. In certain emergent situations 911 will be contacted prior to the child's parents/guardians. If LFS Administration feels that 911 will not arrive quickly enough, then a LFS employee will transport the child to DCH.
5. In the event that my child becomes ill or injured during the day, the parents will be notified to **immediately** come to pick up the child. The parents will be given 45 minutes to pick up the child. A charge of \$5.00 per minute will be assessed after that time.
6. In the event that my child has a contagious illness, I will notify Little Friends School and I will not bring my child back to school until they are free from contagious symptoms for 24 hours.

7. In all emergencies, Little Friends School has permission to take such reasonable measures as are in the judgment of the LFS Administration/Teacher that are necessary for the welfare and safety of the child.
8. To advise Little Friends in writing of any changes regarding the release the child to anyone other than the parent or guardian authorized in the Little Friends records. Oral notification will not be accepted. If there is a custodial situation, it is the parent or guardian's responsibility to inform Administration and provide legal documentation.
9. To contact the Little Friends School Office to schedule a conference with a teacher. All conferences will be by appointment only and will also include a member of the LFS Administrative team.
10. To assume all liability of my child's actions while under care of the Little Friends School.
11. That Little Friends School is not liable for accidents or illnesses occurring to the child while he or she is in the program's care, unless proof is presented that the accident or illness was the direct result of a worker's negligence.
12. Little Friends School reserves the right to terminate services as outlined on [page 21](#) of the 2019-20 Little Friends School Parent Handbook.
13. To provide a **two-week written notice** when my child is to be withdrawn. Payment for those two weeks is expected regardless of the child's presence. Refunds will be given only for paid days beyond the two-week notice.

**Both parties, Calvary's Little Friends School and Authorized Parent/Guardian (as signed below and/or on Little Friends School Enrollment forms), understand and agree that:**

- (1) This agreement is a contract binding for both parties.
- (2) The contract may be terminated by either Little Friends School or the Parent/Guardian with notification of intention of at least two weeks in advance, or at anytime by mutual agreement of both parties.

**Authorized Parent(s)/Guardian:**

Signature 1: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature 2: \_\_\_\_\_

Print name: \_\_\_\_\_

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

**A SIGNED COPY OF THE FOLLOWING AGREEMENT MUST BE IN EACH CHILD'S FOLDER. THIS AGREEMENT IS PART OF THE ENROLLMENT PACKET DUE AT THE TIME OF REGISTRATION.**