

## TLC: The Learning Center Child Care Agreement

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_ agree to the following: (please initial each item)

- \_\_\_\_\_ Pay a \$25 annual fee (\$40 per family) for arts/crafts supplies as needed
- \_\_\_\_\_ Pay the fee per 45 hours \_\_\_\_ 35 hours \_\_\_\_ 25 hours \_\_\_\_ drop in \_\_\_\_ agency pay \_\_\_\_\_
- \_\_\_\_\_ Pay my bill on Tuesday of each week **OR** \_\_\_\_ pay in advance for the month
- \_\_\_\_\_ Pay a \$5.00 "LATE PAYMENT" fee for each week my bill is late
- \_\_\_\_\_ Pay a "LATE PICKUP" fee of \$5.00 for each half-hour after 6:30 p.m.
- \_\_\_\_\_ Notify TLC if my child will not be attending on a scheduled day or pay the \$11.00 "NO SHOW" fee.
- \_\_\_\_\_ Pay a \$25.00 "RETURNED CHECK" fee for any check that is returned.
- \_\_\_\_\_ Notify the office in writing one week before the start of my vacation
- \_\_\_\_\_ Complete and submit all enrollment paperwork
- \_\_\_\_\_ Complete  the Consent Form,  the Emergency Information Form, and  the Food Program Enrollment Form
- \_\_\_\_\_ Update emergency contact information yearly (or as changes occur)
- \_\_\_\_\_ Obtain yearly updated health assessments for my child (Physical Exam & Immunization Certificate)
- \_\_\_\_\_ Complete medication consent form when requesting medication be given at TLC
- \_\_\_\_\_ Enter my code and sign classroom sign-in sheet to check my child in and out each day
- \_\_\_\_\_ Walk my child to their classroom and have my child greeted by the staff and also notify staff when checking child out for the day
- \_\_\_\_\_ Bring required supplies for the classroom (see supply list in enrollment packet)
- \_\_\_\_\_ Notify TLC when my child or a family member has a contagious disease
- \_\_\_\_\_ Follow the procedures in the Parent Handbook
- \_\_\_\_\_ Follow the restrictions of TLC's Peanut/Nut Free Policy
- \_\_\_\_\_ Notify TLC if my child has any allergies or special needs that would affect childcare

Allergies \_\_\_\_\_

Special needs \_\_\_\_\_

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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TLC Staff Signature \_\_\_\_\_ Date \_\_\_\_\_