



PARENT'S AGREEMENT

Welcome to Cross Road Children's Center! Please familiarize yourself with our policies and the procedures outlined in our *Parent Handbook* and this *Parental Agreement*.

- Cross Road Children's Center's hours of operation are from **7:00 AM** to **6:00 PM**, Monday through Friday, excluding the holidays announced annually, and any closings due to inclement weather.
- Tuition payments are to be submitted promptly each Friday for the upcoming week. I agree to pay the amount due in advance, on a weekly basis, for the time my child is enrolled. Late fees of \$15 per child will apply on Wednesdays if payment has not been received. Failure to submit payments for two weeks will result in termination of services. Families will pay any costs incurred in collection of past due amounts.
- Checks returned by the bank and declined credit cards on Tuition Express for any reason must be paid in cash, and a returned check fee of \$35 will be automatically charged to the account.
- A **two-week written notice** is required for all withdrawals. If proper notice is not given, regular tuition will be due for this two-week time period.
- For children picked up after 6:00 PM, late fees will be added in the amount of \$5 per child for the first five-minute period, and an additional \$5 added for each five-minute period thereafter.
- Accurate information must be submitted at the time of enrollment. To ensure the well-being of all children in our care, any changes must be updated immediately, e.g. child's health status, emergency contacts, physical statement, infant feeding plan, telephone numbers, etc.
- Each child's immunization records and health forms must be presented upon his/her **first day** at the preschool. If the date passes for your child's immunizations to be updated, you will have 7 days to update your child's health records or your child may be excluded from attending Cross Road Children's Center.
- Parents or authorized persons must always escort each child into and out of the classroom and are to check in and out.
- I give Cross Road Children's Center permission to photograph and use photographs of my children in the development of videos, published materials or news releases with the understanding that our privacy will be respected and honored. I also give teachers and student's permission to photograph or video my child for the purposes of classroom assignments. Photographs may also be used for parent information on the Internet through www.crossroadks.org or the center's Facebook profile.
- Cross Road Children's Center does not dispense any medication to any child. Parents are asked to make other arrangements for medication administration.
- I have given my consent to have my child treated by a physician for medical or surgical care should an emergency arise. I understand that every effort will be made to contact me or a relative before such action is taken.
- I have signed and reviewed the school's Discipline Policy.

The terms specified in this agreement are subject to change from time to time, in accordance with the regularly published terms and policies of Cross Road Children's Center as outlined in the current Parent Handbook. Parents will be notified in writing of any changes. Your signature on this form is an acknowledgement that you have read and agree to comply with Cross Road Children's Center policies, procedures, and terms, including the obligation to confer with the school first if I have any questions or problems and the disciplinary procedures as outlined in the Parent Handbook.

CHILD'S NAME _____ CURRENT CLASSROOM _____

PARENT SIGNATURE _____ DATE _____

DIRECTOR'S SIGNATURE _____ DATE _____