

Calvary's Little Friends School
Parent - Program Agreement

Agreement between parent and Calvary's Little Friends school weekday program. The following conditions involved in the care of _____ are understood

(Child's Name)

and agreed on 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:

New Years Day

Memorial Day

July 4th

Labor Day

Thanksgiving Day (2)

Christmas Holiday (2)

Notification will be given in advance for all unplanned school closing except in the case of closings due to weather conditions.

2. The director or a teacher will examine the children daily for symptoms of contagious diseases or illnesses before they are admitted for the day. If a child has a fever, that child will not be admitted until **fever free for twenty-four hours**.
3. The school will exercise reasonable care and judgment in all matters related to the welfare and safety of the child.
4. In case of an accident or illness to the child, the teacher or aide will promptly take such reasonable measures, as are, his/her judgment, in the best interest of the child and will notify the parents as soon as possible.
5. The school will provide, in addition to physical care the following services: a hot noon meal, morning and afternoon snacks, along with physical, emotional, social, mental, and spiritual developmental opportunities in a group situation.
6. The program will give written notice in the event of exposure of contagious disease within the group.
7. The program will not release the child to anyone other than the parent or guardian unless written permission is received from the parent or guardian.
8. The school will provide resources in sufficient quantity to allow for a variety of play and learning activities during the day. Children may share a favorite book and may bring a favorite "sleep buddy"; however, toys shall be left at home

unless otherwise directed by the child's teacher.

The Parent agrees:

1. The parents will pay the school monthly tuition fees on 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. Tuition will be deemed past due after the fifteenth of the month with a rolling 5% late fee attached on the sixteenth of the month. Gymnastics fees will be paid one month in advance to ensure participation. A \$1.00 per minute late pick up fee will be added when the child is left after 6:00 p.m. Responsibility for the payment on time is that of the parent or guardian who signs the entrance agreement form. 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 arrangement for delayed payment with the director before the payment is due. If acceptable arrangement for payment has not been made upon payment due date plus a two-week grace period, the contract for services to the child will be immediately terminated.
2. The parent will pay tuition in one monthly sum or may break payments down weekly or biweekly. Regardless of payment method, partial payment must be received no later than the fifteenth to avoid late fee charges. There will be no refunds or reduction of fees for prolonged absences.
3. If a child needs over-the-counter medication during the day, a medicine slip must be completed including name of medication, dosage, time medication was last given at home and times medication is to be given. Each medicine slip must be signed by the parent or guardian and is valid for five days only. NO prescription medication will ever be dispensed by a Little Friends employee.
4. In case of illness or accident when the school cannot contact a parent and if, in the judgment of the teacher or director, the illness or accident requires a physician, LFS will call 911. In the event that the child becomes ill or injured during the day, the parents will be notified to immediately come to pickup the child. The parents will be given forty-five minutes to pickup the child. A charge of \$1.00 per minute will be assessed after that time.
5. In the event that a child has a contagious illness, the parent will notify the school. The child will not be allowed to return until all danger of contagion is gone.
6. In all emergencies, the program has permission to take such reasonable measures as are in the judgment of the teacher or director, necessary for the welfare and safety of the child.

