



ADMISSION AGREEMENT

I, _____ (Parent or Legal Guardian) agree to enroll my child, _____
(Name of Child) in the Trust Children's Center. I have been informed of the policies and procedures of the center and I agree to comply with them.

Trust Children's Center will provide care and supervision for my child, that is between the age of 6 weeks-5 years old.

1. The Trust Children's Center is open from 7:30 a.m. to 5:00 p.m., Monday through Friday, with the exception of center holidays and staff training days.
2. The parent is required to bring a change of clothing to be kept at the center at all times.

The parent is required to bring a clean blanket for naptime. The blanket shall be taken home weekly for laundering.

The parent of infant age children is required to provide all meals and snacks for their child daily. Preschool age (and infants over the age of one year old) will be provided a morning and afternoon snack each day. Parents of preschool age children are required to provide a healthy and nutritious lunch each day. Lunch will be prepared and dropped off at sign in time each morning. Meals that are brought in later in the day become disruptive and difficult for the child and teacher. Any special food required for the child is to be provided by the parent as well.

3. **Tuition** is due on the first of each month.
A \$50 late fee will be charged for tuition paid after the 15th of the month.
 - a. There will be a \$15 service charge on any returned check.
 - b. Accounts that are delinquent forty five (45) days will be suspended. The child will not be permitted to attend the Children's Center program until payment is made. If the account is not paid in full, the child's space will be given away.
 - c. Should an account be sent to collection, the parent agrees to pay any fees the center would incur.
 - d. In the event of withdrawal, any balance left in the child's account, minus the 30 day written notice (see below), will be refunded to the parents.
4. Late Pick Up:
First 5 Minutes= \$5
6 to 10 Minutes= \$10
11 to 15 Minutes = \$15
After 15 Minutes = \$25
5. Change of Schedule Procedure: To change your child's schedule, you must complete a Change of Schedule Form and give it to the center Director. The center Director will inform you if there is room to change your child's schedule.
6. If you choose to withdraw your child from the center, there is a 30 day written notice required with your tuition payment made through that remaining 30 days.
7. I understand that a sick child may not attend the center. Absolutely no exceptions will be made. Symptoms that may constitute a child staying home may include, but are not limited to, fever, vomiting or diarrhea in the past 24 hours, yellow or green mucus, continuous cough, complaint of an earache or headache. The morning staff will be conducting health checks for your child's safety and well-being.



8. I agree to sign a Medical Consent Form issued by the Public Health Agency.
9. I understand that my insurance company is the primary coverage of my child while attending the Trust Children's Center, and that Trust Children's Center insurance is secondary. In typical circumstances, this means that my insurance will pay for any medical costs incurred from an injury or illness at the Children's Center. Trust Children's Center liability insurance will pay the remaining balance.
10. I understand that I may visit the center, with or without notice, at any time during regular Center hours. If my visits become disruptive or difficult for my child a visiting plan will be discussed with the Director.
11. I understand that the Licensing Agency (Community Care Licensing) personnel have the right to inspect, audit and copy all child records, as well as, observe, and/or interview my child when conducting state inspections, announced or unannounced.

I have received a copy of the Trust Children's Center Parent Handbook and I understand the following policies:

Financial Policies

Holiday/Closure Days

Illness Policy

Change of Schedule Policy

Medication Policy

Tuition Fees, Late Fee, and Withdrawal Policies

Child's Name

Date of Birth

Parent's Signature

Driver's License Number

Director's Signature

Date