

Attachment 4

**Lake of the Woods Church
Child Care Center Parent Agreement**

Child/Children's Name _____

1. There is a non-refundable/renewal fee of \$40 per child. When a child is withdrawn and then wishes to re-enroll the center, a new fee must be paid.
2. A non-refundable curriculum fee of \$50 for the Preschool Program will be applied upon enrollment and each August thereafter to help defray the expense of the curriculum (Preschool Program only).
3. The weekly fee is due each Monday in advance. If payment is not received by Wednesday at 6:30 pm a late of \$10 will be applied to your account. If payment is not received by Friday at 6:30 pm, your child will not be able to attend the center the following Monday. If you prefer to pay by the month all payments must be made by the 5th of each month.
4. A late pickup fee of \$10 per child is charged for each 10 minutes or part thereof for parents arriving after closing. Late fees start at 6:31 pm. This fee will be added to your bill. All children enrolled in the Preschool Only Program must be dropped off by 8:30 a.m. and picked up by 12:00 Noon. The hours of services are from 6:00 am to 6:30 pm.
5. A \$50 fee will be charged for all returned checks. After a check has been returned for insufficient funds, future payments will need to be made by cash, money order or cashier's check.
6. All fees are based on a flat weekly rate regardless of holidays or any extra vacation days you may choose to take.
7. Your weekly fee is determined by the program you select. The fee is the same every week even if you miss a day for any reason. Changing a program requires a one-week processing time and a fee of \$5 per change.
8. If enrolled in the Preschool Program and your child attends on a Two Day or Three Day Program, the days must be the same each week. If your child attends only one of the scheduled days or your scheduled day falls on a holiday, payment must be made for all scheduled days. The Morning only Preschool operates and follows the Orange County School Calendar and Schedule.
9. If you are enrolled in the Full-time Child Care Program (6:00 AM to 6:30 PM, Monday – Friday), after your child has been enrolled for three months you are entitled to five consecutive days of absence with no charge for a vacation (provided your account is current). You will be given another week of vacation after nine months for a cap of two weeks per year. This benefit is non-accumulative and cannot be taken one day at a time. If you withdraw for any reason during the year, your accumulated days will start over.
10. A one week written notice of withdrawal must be given. Upon withdrawal all balances must be paid.
11. You are required to notify and inform the C.C.C. within 24 hours or the next business day after your child or any member of the immediate household has developed a communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.
12. Your child must be toilet trained (no exceptions).
13. The C.C.C. staff members are not permitted to apply sunscreen or insect repellent without written authorization. The parent is required to supply these over the counter products and must inform the C.C.C. of any adverse reactions to these products. The sunscreen and insect repellent must be in the original container and labeled with your child's name. The C.C.C. will be required to keep a record of use of these products.
14. I understand that the children's cubbies or coat racks is for their personal items. They will not be used for personal correspondence with other parents/children.

Signature of Parent/Guardian

Date

_____/_____/_____
Driver's License Number

Signature of Parent/Guardian

Date

_____/_____/_____
Driver's License Number