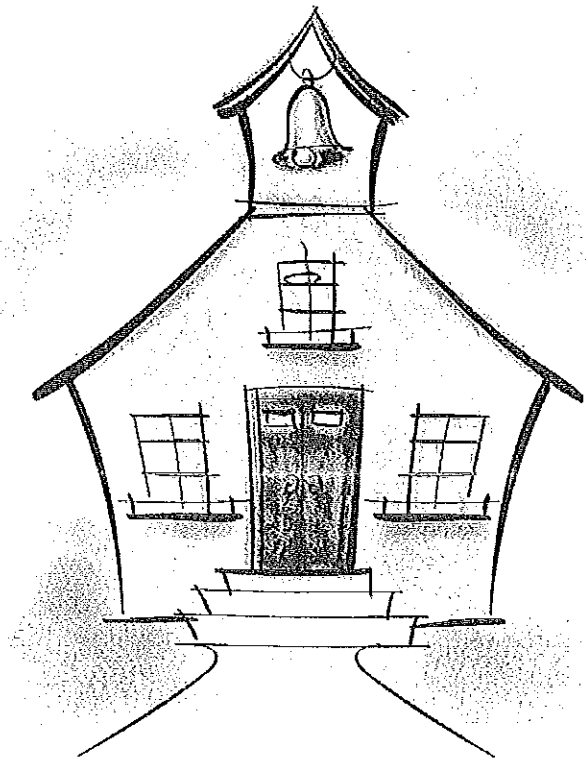


# HARRISBURG PRESBYTERIAN CHURCH

## CHILD DEVELOPMENT CENTER

220 Oakley Drive  
Harrisburg, NC 28075

**\*\*REGISTRATION PACKET\*\***



# HARRISBURG PRESBYTERIAN CHURCH

## CHILD DEVELOPMENT CENTER

### DOCUMENTS

- Child Care Application
- Children's Medical Report
- Child's Care and Emergency Information
- Discipline and Behavior Management Policy
- Specific Behavior Guidelines
- Sick Policy
- Dismissal Policy
- NC Child Care Law and Rules
- Signature Page
- Daycare Tuition Agreement

**NOTE: An up-to-date immunization record must be submitted prior to the start date.**



# CHILDREN'S MEDICAL REPORT

Name of Child \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_ (Nickname) \_\_\_\_\_  
DOB \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Address of Parent/Guardian \_\_\_\_\_

## A. MEDICAL HISTORY (to be completed by parent)

1. Is child allergic to anything? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, for what? \_\_\_\_\_
  2. Is child currently under a doctor's care? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, for what reason? \_\_\_\_\_
  3. Is child on any continuous medication? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, for what? \_\_\_\_\_
  4. Any previous hospitalizations or operations? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when and for what? \_\_\_\_\_
  5. Any history of significant previous diseases or recurrent illness? Yes \_\_\_\_\_ No \_\_\_\_\_; diabetes? Yes \_\_\_\_\_ No \_\_\_\_\_; Convulsions Yes \_\_\_\_\_ No \_\_\_\_\_; heart trouble? Yes \_\_\_\_\_ No \_\_\_\_\_; asthma? Yes \_\_\_\_\_ No \_\_\_\_\_  
If others, what/when? \_\_\_\_\_
  6. Does the child have any physical disabilities: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_
- Any mental disabilities? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

## B. PHYSICAL EXAMINATION HISTORY (to be completed by physician)

This examination must be completed and signed by a licensed physician, his authorized agent currently approved by the N.C. Board of Medical Examiners (or a comparable board from bordering states), a certified nurse practitioner, or a public health nurse meeting DHHS standards for EPSDT program.

Height \_\_\_\_\_% Weight \_\_\_\_\_%

Head \_\_\_\_\_ Eyes \_\_\_\_\_ Ears \_\_\_\_\_ Nose \_\_\_\_\_ Teeth \_\_\_\_\_ Throat \_\_\_\_\_

Neck \_\_\_\_\_ Heart \_\_\_\_\_ Chest \_\_\_\_\_ Abd/GU \_\_\_\_\_ Ext \_\_\_\_\_

Neurological System \_\_\_\_\_ Skin \_\_\_\_\_ Vision \_\_\_\_\_ Hearing \_\_\_\_\_

Results of Tuberculin Test, if given: Type \_\_\_\_\_ Date \_\_\_\_\_ Normal \_\_\_\_\_ Abnormal \_\_\_\_\_ Follow-up \_\_\_\_\_

Developmental Evaluation: delayed \_\_\_\_\_ age appropriate \_\_\_\_\_

If delayed, note significance and special care needed: \_\_\_\_\_

Should activities be limited? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Any other recommendations: \_\_\_\_\_

Date of Examination \_\_\_\_\_

Signature of authorized examiner/title \_\_\_\_\_ Phone # \_\_\_\_\_

# HPC CHILD DEVELOPMENT CENTER

Date of Enrollment

Date of Withdrawal

## CHILD'S CARE AND EMERGENCY INFORMATION

Name of Child (Last, First, Middle Initial)		Name of Parents/Guardian		
Child's DOB	Home Phone Number ( )	Address (Number and Street)		
Allergies, if any	City	State	Zip Code	
Special health Conditions, if any				
1. Parent's Location during school hours (work, school..)	Hours of Employment	Phone Number ( ) /		
Address (Number and Street)	City	State	Zip Code	
2. Parent's Location during school hours (work, school..)	Hours of Employment	Phone Number ( )		
Address (Number and Street)	City	State	Zip Code	

### PERSON OTHER THAN PARENT TO BE NOTIFIED IN EMERGENCY SITUATION WHEN PARENT IS NOT AVAILABLE

Name	Phone Number ( )			
Address (Number and Street)	City	State	Zip Code	

### NAMES OF PERSONS OTHER THAN PARENT/GUARDIAN TO WHOM CHILD MAY BE RELEASED

Name	Phone Number ( )			
Address (Number and Street)	City	State	Zip Code	

## EMERGENCY TREATMENT AND TRANSPORTATION:

I hereby give permission to \_\_\_\_\_ licensed by the Division of Child Development to secure emergency medical, dental, and/or emergency surgical treatment and to provide emergency transportation for the above named minor child while in care. Non-emergency medical treatment or elective surgery is not included in this authorization.

Signature of Parent/Guardian	Date signed
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Name of Child's Physician or Health Clinic	Office Hours	Phone Number ( )	
Address (Number and Street)	City	State	Zip Code
Hospital Preferred for Emergency Treatment	Health Insurance Policy Name and Number		
Name of Child's Dentist	Office Hours	Phone Number ( )	
Address (Number and Street)	City	State	Zip Code

## FIELD TRIPS AND ACTIVITIES OUTSIDE THE FENCED PLAYGROUND

I hereby give permission to \_\_\_\_\_ for my child to participate in a walking trip or to be transported in a vehicle for a field trip. I further give permission to the facility for my child to participate in developmentally appropriate supervised activities outside of the fenced playground.

Signature of Parent/Guardian	Date signed
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# HARRISBURG PRESBYTERIAN CHURCH CHILD DEVELOPMENT CENTER

## DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

**Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities and self-discipline skills. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:**

### **WE:**

- DO praise, reward, and encourage the children.
- DO reason with and set limits for the children.
- DO model appropriate behavior for the children.
- DO modify the classroom environment to attempt to prevent problems before they occur.
- DO listen to the children.
- DO provide alternatives for inappropriate behavior to the children.
- DO provide the children with natural and logical consequences of their behaviors.
- DO treat the children as people and respect their needs, desires, and feelings.
- DO ignore minor misbehaviors.
- DO explain things to children on their level.
- DO use short supervised periods of "time-out."
- DO stay consistent in our behavior management program.

### **WE:**

- DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- DO NOT shame or punish the children when bathroom accidents occur.
- DO NOT deny food or rest as punishment.
- DO NOT relate discipline to eating, resting, or sleeping.
- DO NOT leave the children alone, unattended, or without supervision.
- DO NOT place the children in locked rooms, closets, or boxes as punishment.
- DO NOT allow discipline of children by children.
- DO NOT criticize, make fun of, or belittle children's parents, families, or ethnic groups.

# HARRISBURG PRESBYTERIAN CHURCH CHILD DEVELOPMENT CENTER

## SICK POLICY

Harrisburg Presbyterian Church Child Development Center believes that the families of children in child care and child care facilities staff share the responsibility for maintaining health and preventing the spread of contagious diseases. By including illness prevention practices in daily routines, adults can limit the spread of infection.

### Background

The North Carolina Division of Child Development (DCD) enforces the child care regulations regarding exclusion that all licensed child care facilities are required to meet. Our policy is intended to set a higher standard than what is mandated by law. The purpose of this exclusion is to limit the spread of infectious diseases.

### Procedure/Practice

Parents, legal guardians or other persons authorized by the parent shall be notified immediately when a child has a sign or symptom requiring exclusion from the facility, as described below.

1. The illness results in need for greater care than the child care staff can provide without compromising the health and safety of other children.
2. The child has any of the following conditions:
  - **Temperature:** armpit temperature 100 degrees which is 101 by mouth or greater is considered a fever and the **child must be excluded. Regardless of whether “fever” is from an infection, teething, or even a mild cold, a “fever” is still a “fever” according to regulations.**
  - **Diarrhea:** sudden onset of diarrhea characterized by an increased number of bowel movements compared to the child’s normal pattern and with increased stool water is the rules and regulations standard definition for exclusion from child care. Again, it does not matter if the parent or provider thinks the diarrhea is from teething, antibiotic therapy, or another noninfectious cause, “diarrhea” is “diarrhea” and the child must be excluded.
  - **Vomiting:** if a child has two or more episodes of vomiting within a 12 hour period he must stay home 24 hours before returning.  
The child feels so bad that he does not participate with the class.

**Symptoms and signs of possible severe illness:** examples: unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing with or without congestion, wheezing or other unusual signs until medical evaluation allows inclusion and participation in normal daily activities.

1. **Mouth sores with drooling:** will be excluded for open lesions when mouthing items or unable to control oral secretions; if able to control mouth secretions, or a physician determines the condition is non-infectious then the child may remain in care.
2. **Rash with fever or behavior change:** will be excluded until a health care provider determines that these symptoms do not indicate a communicable disease and child may participate in normal daily activities.

## **SICK POLICY**

### **3. Suspected or known infections illness such as:**

- **Purulent conjunctivitis:** pink or red eye with clear watery eye discharge and with white or yellow discharge until 24 hours after treatment has been initiated. Pink or red eye with clear watery eye discharge and without fever, eye pain or eyelid redness should not be excluded from the facility.
- **Scabies, head lice or other infestation:** after treatment has been initiated and nits removed (**Nit free**)
- **\*Tuberculosis** kept covered until a health care provider indicates that the child can attend child care.
- **Impetigo/MRSA:** until 24 hours after treatment has been initiated and all sores are dry or can be kept covered.
- **Chicken Pox:** until 6 days after onset of rash or until all sores have dried and crusted over.
- **\*Pertussis:** until 5 days or antibiotic treatment has been completed to prevent an infection.
- **\*Mumps:** until 9 days after onset of parotid gland swelling
- **\*Hepatitis A:** until 1 week after onset of jaundice or immune serum globulin has been given.
- **\*Measles:** until 6 days after onset of rash
- **\*Rubella:** until 6 days after onset of rash, when a physician's or other health professional's written order that the child be separated from other children.
- **Strep throat:** until 24 hours after initial antibiotic treatment and cessation of fever
- **\*Exclude** until a doctor has determined the illness to be non-infectious. Written documentation must be provided.

**(Those marked with an \* are reportable to the state.)**

**If you get a call from the Center to come and pick up your child with any of these symptoms or other conditions you will be required to come and pick up your child immediately. Your child will need to stay home at least 24 hours or until he or she is no longer contagious. A child should stay home until he goes to bed without fever and gets up without fever without any fever-reducing medicine.**

When your child returns from being sick, he must be able to resume all activities at the Center including outside play.

Harrisburg Presbyterian Church Child Development Center does not accept children who choose not to be immunized for whatever reason.



# **HARRISBURG PRESBYTERIAN CHURCH CHILD DEVELOPMENT CENTER**

## **DISMISSAL POLICY**

Every child enters the center on a 30-90 day probationary period. If for any reason the child does not adapt to the center's rules, the child can be dismissed.

If your child has been sent home 3 times he will be dismissed. The Child Development Center Director may immediately suspend a child at any time he exhibits a behavior that is harmful to himself or to another child or adult. A parent will be called at work to come and take the child home immediately if he exhibits uncontrollable behavior that cannot be modified by the center staff or director. The center does not tolerate slapping, kicking or spitting on the staff or other children.

## **TIME OUT**

Time Out is the removal of a child for a short period of time (3-5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques or redirection. The time out space, usually a chair, is located away from classroom activity but within the teacher's sight. During time out, the child has a chance to think about the misbehavior which led to his removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

The following requirements apply to both centers and homes.

### **Transportation**

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

### **Records**

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained.

### **Discipline**

Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all family child care homes and centers. Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in discipline policy must be shared with parents in writing before going into effect. Religious-sponsored programs which notify the Division of Child Development that corporal punishment is part of their religious training are exempt from that part of the law.

### **Parental Rights**

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information about quality child care, parents can call 1-800 CHOICE-1 or visit the Resources in Child Care website at [www.ncchildcare.net](http://www.ncchildcare.net). For more information on the law and rules, contact the Division of Child Development at 919-662-4499 or 1-800-859-0829, or visit our homepage at: <http://www.ncchildcare.net>.

### **Reviewing Files**

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be

- viewed during work hours;
- requested via the Division's web site at [www.ncchildcare.net](http://www.ncchildcare.net); or,
- requested by contacting the Division at 1-800-859-0829.

### **How to Report a Problem**

North Carolina law requires staff from the Division of Child Development to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development at 919-662-4499 or 1-800-859-0829.

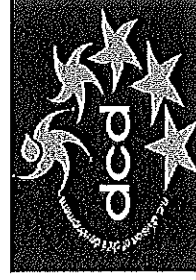
### **Child Abuse or Neglect**

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.** In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

## Summary: **North Carolina Child Care Law and Rules**

Division of Child Development  
North Carolina Department of  
Health and Human Services  
319 Chapanoke Road  
Raleigh, NC 27603

April 2003



The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

10,000 copies of this brochure were printed at a cost of \$0.62 per brochure

## What Is Child Care?

The law defines child care as:

- three or more unrelated children under 13 years of age
- receiving care from a non-relative
- on a regular basis, of at least once a week
- for more than four hours per day but less than 24 hours.

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

## Star Rated Licenses

Centers and homes that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet, the history of their compliance with licensing requirements, and the program standards met by the program.

## Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, and an additional three school age children. This includes preschoolers living in the home but the provider's own school-age children are not counted (Individuals caring for one or two children are exempt from being licensed.) Licenses are issued to family child care home providers who meet the following requirements:

- Home providers who received a license on or after January 1, 1998 must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.

- He or she must undergo a criminal records background check.

- As of March 1998, all household members over age 15 who are present in new family child care homes when children are in care must also undergo a criminal records background check.

- All family child care home providers must have training in child development and CPR each year. They must also have first aid training every three years.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide age-appropriate toys and activities, as well as nutritious meals and snacks for the children in care.

## Child Care Centers

Licensing as a center is required when six or more children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose not to be licensed. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Licensed centers must meet requirements in the following areas.

### Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must have training in child development each year and must undergo a criminal records background check.

## Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below.

Age	Teacher : Child Ratio	Maximum Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School age	1:25	25

*Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.*

## Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors.

Outdoor play space must be fenced. Indoor equipment must be clean, safe, well-maintained, and age-appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

## Curriculum

The Division of Child Development does not promote or require any specific curriculum over another. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

## Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest.

**HARRISBURG PRESBYTERIAN CHURCH  
CHILD DEVELOPMENT CENTER**

**POLICY HANDBOOK FOR PARENTS**

I have read and understand the Policy Handbook for Parents and agree to abide by the policies.

---

Signature of Parent/Guardian

Date

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**DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY**

I, the undersigned parent or guardian of \_\_\_\_\_ (child's full name), do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director/coordinator (or other designed staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

---

Signature of Parent/Guardian

Date

---

**SICK POLICY**

I have received and read the Harrisburg Presbyterian Church Child Development Center's Sick Policy. I understand that my child must remain home at least 24 hours if he is sent home with symptoms outlined in the policy. He is to remain home until he is fever free the night before and morning after being sick without taking any fever reducing medicine.

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Signature of Parent/Guardian

Date

---

**DISMISSAL POLICY**

I have read and understand the Harrisburg Presbyterian Church Child Development Center's Dismissal Policy and agree to abide by the policy.

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Signature of Parent/Guardian

Date

---

**NC CHILD CARE LAW AND RULES**

I have received and read the North Carolina Child Care Law and Rules.

\_\_\_\_\_  
Signature of Parent/Guardian Date

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**PICTURE CONSENT**

I give my consent for photography of my child for class/school use. I understand that if students are identified, only their first name will be used. This consent is only valid for the 2014-2015 school year and must be renewed for subsequent years.

\_\_\_\_\_  
Signature of Parent/Guardian Date

I **DO NOT** give my consent for photography of my child during the 2014-2015 year.

\_\_\_\_\_  
Signature of Parent/Guardian Date

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**FIELD TRIPS AND ACTIVITIES CONSENT**

I hereby give per hereby give permission to \_\_\_\_\_ for my child to participate in a walking trip or to be transported in a vehicle for a field trip. I further give permission to the facility for my child to participate in developmentally appropriate supervised activities outside of the fenced playground.

\_\_\_\_\_  
Signature of Parent/Guardian Date

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**VACATION POLICY**

I have read and understand the Harrisburg Presbyterian Church Child Development Center's Vacation Policy and agree to abide by the policy.

\_\_\_\_\_  
Signature of Parent/Guardian Date

## Daycare Tuition Agreement

**ADMISSION PROCEDURE** - Both you and your child must comply with all Daycare admission policies and procedures. Effectiveness of this Tuition Agreement is subject to final approval of your child's admission in accordance with such policies and procedures, notwithstanding the "acceptance" of this Tuition Agreement reflected by the Director's signature below.

**TUITION** - You agree to pay tuition and fees for your child in accordance with the Fee Schedule as referenced herein. In addition to the tuition and fees set forth in the Fee Schedule, you will pay for any extra charges incurred by your child for care or activities which are applicable. Tuition and fee payments are due and payable at the times stated on the Fee Schedule. Failure to make good on the debt or make payment arrangements will result in the account being turned over to collections and/or attendance at the daycare will no longer be permitted until tuition is paid in full for the past due amount and for the current period.

**LATE PAYMENT FEE** - A late fee will be assessed if payment is not received by Wednesday of the billing week.

**RETURNED CHECKS OR NSF ACH** - A service charge will be assessed in amounts as reflected on the Fee Schedule for a check returned for any reason. In addition, a late charge will be assessed as reflected on the Fee Schedule, unless payment is received to cover the funds within five banking days of notification. If your check is returned three times in a period of one year, you must make all payments by money order or certified check, or by cash (subject to the policy on "Cash Payments").

**CASH PAYMENTS** - In order for cash payments to be valid you must obtain a cash receipt.

**WITHDRAWAL / CHANGE OF SCHEDULE** - You must give us two weeks' notice in writing prior to withdrawing your child from the Daycare. If you wish to return after withdrawing your child, space is not guaranteed and you must pay a new the registration fee applicable to new enrollees. You must also give us two weeks' notice prior to changing your child's attendance schedule. If proper notification is not given you may be charged tuition for those two weeks.

**HOLIDAYS** - Tuition is continuous throughout the year (taking into account the days the Daycare is closed) and guarantees a reservation for your child at the Daycare for the 12-month School Year. No credit will be given for holidays or student absences or illnesses. Holidays are shown in the Parent Handbook. No credit/refund will be owed if the Daycare must close because of emergency or inclement weather.

**VACATION** - Children must be enrolled 90 days before they are eligible for vacation. Only children enrolled year round are allowed to take 2 weeks of vacation. A vacation week consists of 5 consecutive school days. The school year runs September to September. Vacation weeks cannot be carried over. Other discounts do not apply. A vacation request form must be submitted at least two (2) weeks prior to the requested time off. Late requests or requests submitted after the requested time off will not be granted.

Children who enroll for the 10 month school year and drop out during the summer do not qualify for vacation weeks.

**HOURS / LATE PICK-UP CHARGE** - The School is open from the Opening Time to the Closing Time (reflected on the Fee Schedule). If your child is picked up after the Closing Time, you must pay the fee specified on the Fee Schedule (no grace period!). If this occurs several times, we may increase this fee.

**FAMILY DISCOUNTS** - Families with more than one child enrolled as a full-time student at HPC CDC may receive a discount for each additional child enrolled as a full-time student. Before or after school students are not eligible for sibling discounts.

**SUSPENSION / DISMISSAL** - We reserve the right to suspend or dismiss a child in our sole discretion for unsatisfactory or inappropriate behavior, if we do not have adequate expertise or resources for the child's educational, medical or other needs (subject to any applicable regulatory requirements), for violations of our policies, or if for any reason we determine it to be in the best interests of the Daycare. In our sole discretion, suspension or dismissal may be with or without notice.

---

## Daycare Tuition Agreement

**STUDENT ILLNESS / EMERGENCY** – We strive to maintain a healthy, safe environment for our children. You may not bring to the Daycare a child who is ill (determined in our discretion). We will notify you if your child becomes ill, and you must then pick him/her up as soon as possible. You authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child’s physician, if, in our judgment, there is insufficient time first to contact your child’s physician. You authorize us to make the decision of when an emergency exists.

**AUTHORIZATION** – You must sign your child in and out of the Daycare (or if you drop/pick up your child at another school, at that location). You will not hold us responsible for any liability for allowing anyone authorized by you to pick up your child. Your written authorization will remain effective until you notify us in writing of its termination. You will notify us in writing if you wish to add a new person to be authorized to pick up your child and agree that, if circumstances prevent you from delivering an authorization in person, we may rely on an authorization provided by you by phone or email.

**USE OF PHOTOGRAPH, ETC.** – You authorize us to use your child’s photograph or appearance in any advertising or other media.

**TUITION INCREASE** – We may increase our tuition rates at any time by giving you at least one month’s prior notice.

**RENEWAL AND RETURN** – Registration at the Daycare is from September to September. Your child will not be guaranteed a reservation for the following school year, unless you enter into a new tuition agreement with the Daycare for that school year and pay all applicable fees. If you withdraw your child during a School Year, you must pay the registration fee and any applicable deposit should you re-enroll in the same School Year.

**RESPONSIBILITY**- You agree that you will be responsible for any loss, damage or destruction by your child of any property of the Daycare and for any damages for which the Daycare becomes liable or chargeable because of your child’s actions.

**COSTS OF COLLECTION / STUDENT RECORDS** – If we refer your account for collection, you will pay all our costs of collection, including (but not limited to) attorneys’ fees. We will not be obligated to release to you or any other daycare any student records until all your financial obligations to the Daycare are paid in full, except as may otherwise be provided by law.

I agree to the above terms and conditions, including the obligation to pay to the Daycare all charges for tuition and fees, and in all events to be responsible for the financial obligations of my child.

Name of Student \_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Print Name \_\_\_\_\_

<b>ACCEPTED</b>	
Director Signature _____	Date _____