

PARENTAL AGREEMENTS WITH THE LEARNING TREE DAY SCHOOL (All Parents)

1. The Learning Tree Day School, Inc agrees to provide day care service for _____ (child's name) on Monday – Friday (days of weeks), from 6:30 am to 6:30 pm.
 2. I have read and downloaded The Learning Tree Day School's Parents' Handbook. I fully understand and agree to abide by all the policies stated in this handbook.
 3. I have read the parents handbook and fully understand it. All questions regarding the parent handbook were asked and resolved.
 4. Before any medication is dispensed to my child, I will **completely** fill out the Authorization of Medication form provided by The Learning Tree Day School, Inc. I understand The Learning Tree does not administer over-the-counter medications.
 3. My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel.
 4. I acknowledge it is my responsibility to keep my child's record current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status and immunization records, etc.
 5. The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, exposure to communicable diseases, which include my child.
 6. The Learning Tree Day School, Inc agrees to obtain written authorization from the parent before my child participates in routine transportation, field trips, and special activities away from the facility.
 7. I agree to make my tuition payments on Friday morning. If I can't make my tuition payment on Friday evening, I will make the payment on Monday morning with a \$10 late fee before dropping off my child. I also understand criminal charges will be brought against me if I do not bring my balance to zero before dis-enrolling or not bring my child\children back to the center. I also understand this applies to returned checks that have not been paid. I also understand that The Learning Tree does not give change, but my account will be credited.
 8. I understand that if tuition isn't paid, The Learning Tree will not render service.
 9. I agree to pick-up my child no later than 6:30pm; if I am unable to pick-up my child by 6:30pm, I will pay the late fee at my arrival.
 10. I understand I will be charged the daily rate if I dis-enroll my child before the end of the week.
 11. I will not **SOLICIT** center employees to baby sit my child and I will not engage my child's teacher in lengthy **CONVERSATIONS** lasting over **5 minutes** that could distract the teacher from doing her job and being attentive to the children.
 12. I understand that 50% of the book fee is refundable up until November 1st and Abeka does not allow school books to be sold to parents.
 13. If your child is sent home sick, the child may not attend the Center until either (1) symptoms have ceased for a period of 24 hours or (2) the parent provides a Physician's note clearing the child to return to school.
- Additional Section For GA Pre-K Parents Only**
1. I fully understand I need to drop off my child for Dorsey\Green between 7:05am and 7:25am, and Smith\Crowe 7:35am – 7:55am, Madison\Worthy between 7:45am-7:55am Moore\Andrews 8:05am-8:25am. I understand any drop-off time earlier than 7:05am, 7:35am, 7:45am and 8:05am is considered an early drop off and I will be charged accordingly.
 2. I fully understand I need to pick up my child from Dorsey\Green between 2:00 pm - 2:15 pm, Madison\Worthy & Smith\Crowe between 2:30—2:45 pm, Moore\Andrews 3:00pm – 3:15 pm. I understand any pick-up time later than 2:15 pm, 2:30 pm or 3:15 pm will be considered a late pickup and I will be charged accordingly.
 3. I also understand that if an early drop-off or late pick-up fee is outstanding (or owed to the center), the center will not render service until the fee is paid and my child **can not** attend until the balance is paid in full.
 4. I am fully aware of the days the GA Pre-K program will not be in session.
 5. I will download the GA Pre-K Family handbook from the website and read it in its entirety (www.thelearningtreeds.com).

(Parent/Guardian) _____ Date _____ (Admin.Initials) _____ Date _____

The Learning Tree Internet Release Form

I hereby grant **The Learning Tree Day School, Inc.**, permission to use photographs of my child or myself on their website for business purposes only. I do reserve the right to later have myself and my child's photo(s) removed via a written and signed request.

Parent/Guardian (Print) _____ (Signature) _____ Date _____

THANK YOU FOR ENTRUSTING US WITH THE CARE OF YOUR CHILD!!!