

**2023-2024 PARENTAL AGREEMENT WITH THE LEARNING TREE DAY SCHOOL**

<b>Initials Here</b>	<b>#</b>	<b>Agreement Statement</b>
	<b>1</b>	The Learning Tree Day School, Inc (TLTDS) agrees to allocate a seat/spot/slot to, and provide day care service for, _____ _____ [my child(ren) full name(s)].
	<b>2</b>	I have downloaded and read the most current version of The Learning Tree Day School’s Parents’ Handbook. I fully understand and agree to abide by all the policies stated in this handbook.
	<b>3</b>	Per The Learning Tree Day School’s (TLTDS) Mission Statement, I understand it is TLTDS’s mission to educate and nurture my child. I do understand that TLTDS does not provide baby-sitting services. As a parent, I will support TLTDS’s mission and efforts in educating and nurturing my child.
	<b>4</b>	Before any medication is dispensed to my child, I understand that I will need to completely fill-out the Authorization-of-Medication form provided by The Learning Tree Day School, Inc. I fully understand that TLTDS does not administer over-the-counter medications.
	<b>5</b>	We are not licensed to provide medical care, and our employees are not trained to provide medical care. Our employees do not provide invasive medical treatments (such as insulin injections), nor do they determine the dosage of medication.
	<b>6</b>	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. I fully understand that it is my responsibility to provide TLTDS with the correct info and photo of anyone I authorize to pickup or drop off my child.
	<b>7</b>	I acknowledge it is my responsibility to keep my child’s record current to reflect any changes as they occur, e.g. telephone numbers, work location, emergency contacts, child’s physician, child’s health status and immunization records, etc.
	<b>8</b>	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.
	<b>9</b>	I did read in the handbook about the benefits of my child wearing a uniform and how wearing a uniform helps prepare my child for elementary school. I understand that TLTDS requires parents to dress their child in the center uniform, Mondays through Thursdays. I understand that the uniform consists of the TLTDS green embroidered Polo shirt and Khaki bottoms. I understand parents are required to purchase at least two uniform shirts, but are encouraged to purchase four uniform shirts, one for each day.
	<b>10</b>	TLTDS adheres to the American with Disabilities Act. Please discuss your child’s needs with the Center Director before you enroll. If you have additional information or documentation (ie, IEP), just let us know. Having it helps us provide the best possible care for your child. If your child has any special needs or behavior concerns, it must be disclosed to the facility before enrollment.
	<b>11</b>	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. I fully understand that my child will need to wear a uniform shirt on field trips for identification and safety reasons.
	<b>12</b>	I do understand that TLTDS will provide my child with a uniform shirt (if available) if my child has been permitted to attend the field trip and is not wearing a uniform shirt. I do understand I will need to purchase the uniform shirt provided to my child for the field trip.
	<b>13</b>	I agree to make my miscellaneous tuition and fee payments by Fridays by <b>5:30PM*</b> . I understand that, if all of the tuition owed isn’t paid on Fridays by <b>5:30PM*</b> or if the balance is not zero, a 10% or \$5 late fee, whichever is greater, will incur daily after <b>5:30PM*</b> until the tuition is paid and the balance is zero. I understand that, if the balance is not zero by Monday, starting Tuesday, my child cannot attend the center until the complete balance is paid.
	<b>14</b>	I fully understand that The Learning Tree Day School provides parents flexibility and convenience in making tuition and fee payments 24 hours per day and 7 days per week – both in person and online.
	<b>15</b>	I fully understand that I must pay tuition weekly, even if my child is fully or partially not in attendance for the up-and-coming week. I fully understand that, my tuition payments secure my child’s seat (spot or slot) in the program. I understand that The Learning Tree Day School is NOT a baby-sitting business where the amount of tuition charged is based on the amount of time my child will be in attendance. I understand that, I, the parent, controls at what rate my child attends their program. I understand that, even if my child is not in attendance, various expenses are still incurring in maintaining my child’s seat/spot/slot in their respective program. I understand that this includes times when the child is out for vacations, sickness and holidays.
	<b>16</b>	If my child attends one of the private programs, I agree to pick-up my child no later than <b>5:30PM*</b> ; if I am unable to pick-up my child by <b>5:30PM*</b> , I will pay the late pickup fee at my arrival. I understand that the late pickup fee is \$20 for the first minute and \$1 for every minute afterwards.
	<b>17</b>	I understand I will be charged the daily rate if I dis-enroll my child before the end of the week.
	<b>18</b>	I understand that, if my child is not in attendance for three or more days due to an unpaid balance, my child will be considered dis-enrolled and as a result, I will need to pay an enrollment fee to re-enroll my child if I decide to return.
	<b>19</b>	Termination of service: because we provide child care and education in a group setting, we must be concerned for the welfare and safety of all children and staff. We take action when a particular child or parent’s behavior threatens the safety of – or becomes abusive toward – the other children, parents or center staff. As a result, we may disenroll the child immediately.
	<b>20</b>	I understand I can make payments online and view my payment history (and secure reports of my payment history) via MyProcare.com

21	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.
22	I understand that, although my supply and book fees help contribute to covering some of the cost of supplies and books, supplies and books are property of TLTDS. I also understand that, supply and book fees are non-refundable.
23	I fully understand that, if my child is sent home sick, my child may not attend the center until either (1) symptoms have ceased for a period of 24 hours or (2) I secure a physician's note clearing my child to return to school.
24	I understand that, if I encounter some type of computer glitch or problem while using a TLTDS computer to check in/out or make a payment, I will (1) make the director or manager aware immediately and/or (2) send an email to admin@tltds.com regarding the issue. I will not wait to respond after my account is charged.
25	I understand that we parents can occasionally miss properly and fully checking in or out our child. I understand that I will be charged \$5 for every incident. It will be my goal to fully and properly check in and out my child daily. I do understand that this issue is related to the safety of my child. I also understand that this information is official and pertinent info to State of Georgia and insurance agencies.
26	Per the handbook, I am aware of TLTDS's cut-off times for breakfast and lunch.

**Additional Section for GA Pre-K Parents Only**

1	Per the handbook, I fully understand the <b>drop-off window-of-time</b> for my child's specific GA Pre-K class. I understand that a 10-minute grace period comprises the drop-off window-of-time. I understand that, if I drop off my child earlier than the allocated drop-off window-of-time, I will be charged a daily rate of \$25. I understand that, by dropping off my child early, the center incurs extra expenses and resources. I understand that, in being charge daily rate of \$25 for dropping my child off early, I will have until 5:30PM* to pick up my child for that particular day I was charged.
2	Per the handbook, I fully understand the <b>pick-up window-of-time</b> for my child's specific GA Pre-K class. I understand that, if I pick up my child later than 2:30pm (the allocated pick-up window-of-time), I will be charged a daily rate of \$25. I understand that, by picking up my child late, the center incurs extra expenses and resources. I understand that, in being charge daily rate of \$25 for picking up my child late, I will have until 5:30PM* to actually pick up my child for that particular day I was charged.
3	I understand that, in being charged the daily rate of \$25 for either dropping my child off early or picking up my child late, the daily rate must be paid at pickup time. If the daily rate isn't paid by 5:30PM*, a late charge will be levied daily starting at 5:31PM until the balance is zero.
4	I understand that, if I have an outstanding balance for one day, my child will not be able to attend the program the next day until the balance is zero.
5	I am fully aware of the days the GA Pre-K program will not be in session.
6	I will read the GA Pre-K Family handbook in its entirety on the decal.ga.gov website.

**(Parent/Guardian - Print)** \_\_\_\_\_

**(Parent/Guardian - Signature)** \_\_\_\_\_ **Date** \_\_\_\_\_

***The Learning Tree Internet Release Notice***

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!!!***