



### Enrollment Agreement

Child's Name \_\_\_\_\_ Date Enrolled \_\_\_\_\_

Class \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

The following conditions involved in the care of the child named above is understood and agreed upon between St. Mark Child Development Center and the above named parent(s).

St. Mark Child Development Center agrees that:

1. The Center will exercise reasonable care and judgment in all matters related to the safety and welfare of the child.
2. In case of an accident or illness of the child, the teacher and Director/Assistant Director will promptly take such reasonable measure as are, in their judgment, in the best interest of the child, and will notify the parent (s) as soon as possible,

The parent agrees:

1. The Pay tuition to the Center in advance for the coming week by Tuesday at 6:00 p.m. in the amount \_\_\_\_\_. Any parent in arrears in the payment of tuition will be subject to notification and late fees, and the possibility of their child being disrolled.
2. To give the Center one week prior written notice in case of withdrawal.
3. That St. Mark CDC is not liable for accident or illness occurring to the child while he/she is in the care of the Center, which are not a direct result of the negligence of the Center.
4. That the registration fee paid in September of each year or at the time of entry is non-refundable in all circumstances.
5. Each child will be allowed 1week (5 days) free vacation time, after the child has been enrolled for one year. The Center must be notified at least one week in advance in writing, prior to using the vacation time.
6. The Center will allow each child 1 week of ½ tuition during the year due to illness. A doctor's excuse MUST be provided and the child must be out of the Center for 5 consecutive days.
7. The parent's acknowledge that he/she read this agreement and had received and had received a copy of the policies and information for St. Mark CDC, and assumes responsibility for following the rules and regulations set forth therein.

It is important that you read carefully to understand each of the following. Please initial each statement, sign, and date the entire form at the bottom.

\_\_\_ 1. The St. Mark CDC provides breakfast, lunch, and an afternoon snack for each child at Center. If the child is in the infant class, the parents provide the USDA recommend meal patterns, or if the parents choose in accordance with our OSR Food program, the Center will provide appropriate food for the infant.

\_\_\_ 2. Children must not be brought to the Center in they have severe colds, undetermined rash or spots, upset stomach, fever, diarrhea, or other symptoms of illness. Parent will be notified to pick up children immediately if signs of illness occur during the day. Children will not be allowed to remain in the Center with a temperature of 101 or higher.

\_\_\_ 3. Children may not return to the Center after a communicable disease until the doctor has released the child and/or the child has been symptom-free for 24 hours.

\_\_\_ 4. When a child is to given medication (including diaper ointment) parents must fill out a medical authorization form provided by the Center. Medication and completed forms should be left in the office. A new form must be filled out at the beginning of each week if the medication is to be continued.

\_\_\_ 5. Parents are responsible for seeing that when they or designee picks up or drops off a child Center, the child is properly escorted to and from the classroom.

\_\_\_ 6. Parents will not bring breakfast or other meals for children into the Center. Any meals provided by parents must be eaten with prior permission from the teacher.

\_\_\_ 7. Parents are responsible for keeping the Center advised of any significant changes as they occur in the information that parents provide at the time of enrollment concerning phone numbers, work locations, emergency contacts, family physician, etc.

\_\_\_ 8. Parents will provide written permission for children to participate in field trips and special activities away from the Center.

\_\_\_ 9. After school parents will provide written authorization for routine transportation which will specify; school pick-up location, routine pick-up time, routine delivery location (St. Mark CDC), routine delivery time. This form is provided by the Center.

\_\_\_ 10. Immunization form from the Georgia Health Department will be kept current by parents. No child may attend the Center if the certificate is not updated within 30 days of notification.

\_\_\_ 11. Any suspected incident of child abuse or neglect or deprivation shall be reported to the local Department of Family & Children's Service's Services in accordance with Georgia law and the Center policy.

\_\_\_ 12. Parents of infants shall provide an infant feeding plan to be updated whenever a new food is introduced.

\_\_\_ 13. Parents will supply a lightweight blanket for rest time and take it home each Friday to be laundered.

\_\_\_ 14. No child can be accepted for enrollment without proper forms having been completed.

I have read and I understand the above information and agree to comply with all relevant requirements.  
I understand that this document will remain in my child life.

Parent \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_