

PARENT CONTRACT and PROGRAM POLICIES

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Child #1 _____	Birth Date _____
Child #2 _____	Birth Date _____
Child #3 _____	Birth Date _____
Address _____	Phone _____
Address #2 (if different) _____	Phone 2 _____
Address #3 (if different) _____	Phone 3 _____
Mother _____	Address _____
Phone _____	Driver's License # _____
Father _____	Address _____
Phone _____	Driver's License # _____
<ul style="list-style-type: none">If children listed have different parents, please attach that additional identification information to your contract. Thank you!	
Legal Guardian/Custodian _____	Phone _____
Address _____	
Driver's License # _____	
Person responsible for payment _____	
Relationship to child _____	Phone _____
Address _____	

FINANCIAL RESPONSIBILITY/CHANGES IN POLICIES

By signing the Parent Contract and Program Policies, I acknowledge receipt of the same and indicate my acceptance of the policies contained in this document as a condition of my child's enrollment. I also understand that these policies are subject to change at any time, at the center's discretion. I understand that Joyful Noise Christian Childcare is an operation of First Presbyterian Church of Grand Haven, which sets policy for the childcare center.

I certify by my signature that I will be financially responsible for all charges and fees. I understand that, in the event of non-payment, the center may elect to refer my account to a collection agency or may seek other legal measures for non-payment, with all attendant consequences.

Parent or Guardian _____
Date

*Please be sure to read entire document and policies included in this contract.

ENROLLMENT POLICY

Enrollment at Joyful Noise Christian Childcare is non-discriminatory and without regard to race, color, creed, sex, national origin or disability.

We enroll children six weeks to school age.

All forms must be complete and turned in one week before a child's first day of attendance.

Vacancies in the daycare will be filled in order of date of receipt of application.

PROGRAM REGISTRATION FEES:

My child is hereby registered in the following program_____.

The current program fee is \$_____ per _____. I understand that this rate is subject to change at the center’s discretion.

(If applying for more than one child)

Child #2

My child is hereby registered in the following program_____.

The current program fee is \$_____ per _____. I understand that this rate is subject to change at the center’s discretion.

Child #3

My child is hereby registered in the following program_____.

The current program fee is \$_____ per _____. I understand that this rate is subject to change at the center’s discretion.

The first week’s payment of program tuition must be made in advance. **All checks payable to Joyful Noise-FPC.**

I agree to pay a non-refundable registration fee of \$40.00 for my first child enrolled, and \$40.00 for each additional child at the time they are originally enrolled in this program.

PAYMENT

I understand that program fees are to be paid in advance. Payment of weekly tuition is due on or before the first scheduled day of the week. If a payment becomes delinquent at any time, my child may be disenrolled without written notice until the balance is paid in full. I understand that if my payment is chronically delinquent or if I do not promptly pay my balance in full, my child will be disenrolled without written notice. I also understand that a charge will be added to my account for any **returned check, in the amount of \$20.00 per check**. If two checks are returned within a calendar year, I will be required to pay in cash or by money order until further notice. I understand that a **late fee of \$5.00 will be applied to my account any time I do not make payment on the first day of my child’s attendance** for the week.

HOLIDAY CLOSINGS

The center will be closed on the following holidays:

- Labor Day
- Thanksgiving and the Friday after
- Christmas Eve day and Christmas Day
- New Year’s Day
- July 4
- Good Friday
- Memorial Day

Parents do **not** pay for the days that the center is closed. Parents are charged the daily rate when the center is closed (**not** the weekly rate divided by 5). When the center is open, parents **do** pay for their child’s regularly scheduled days regardless of whether or not they are in attendance (ie, out ill or on vacation).

LATE PICK UP

I understand that the center is open from 6:00 a.m. until 6:00 p.m. and that I will be charged a late fee of \$1.00 for each minute I am late picking up my child. I understand this late fee will be PER CHILD. Repeated lateness or failure to pay these charges may be grounds for disenrollment.

REPLACEMENT POLICY

I understand that I will be responsible for fixing, paying for or replacing any equipment my child willfully and purposely damages.

SICKNESS

The center will notify me if my child becomes ill and I will pick up my child immediately. If my child has a fever or other signs of illness, I will keep him/her at home. If my child contracts a contagious condition I will inform the center, and I will not bring my child back until I have a **note from my doctor stating the child is no longer contagious**. I understand that a designated staff member may administer properly labeled medication with a completed and signed medication form, and that medication can not be given without such a form. I will keep my child's emergency card updated, and my child will be vaccinated as regulated by law. Failure to provide health information papers may result in disenrollment.

Our health policy for the benefit and the health of all the children:

When a child exhibits any of the following symptoms, they do not enjoy being at the childcare facility and are most likely contagious to the other children. Please design some kind of back up plan when your child is ill and you can't be absent from work (grandparents, neighbor, older teen, etc.) Please keep your child at home when any of these or other contagious symptoms occur:

- contagious skin rash
- headache accompanied by fever
- earache accompanied by fever
- temperature above normal
- excessive** runny nose
- open sores
- nausea or vomiting
- excessive eye irritation (red, watery, mattery, weepy, or pink eyes)
- diarrhea
- sore throat not caused by allergies
- indication of head lice (scratching)
- excessive** coughing

Fever, diarrhea and vomiting should be gone, without the use of medication, for 24 hours before a child returns to the daycare. Antibiotics of any sort (if prescribed) should be taken/used for 24 hours, during a contagious illness, before returning to the daycare. I understand I will bring a doctor's note saying my child is no longer contagious after a viral or bacterial illness.

PROPER ATTIRE

I understand that my child will participate in **daily** outdoor activities in accordance with the State Of Michigan licensing requirements. I will send my child to daycare in clothing appropriate for the weather. I will put sunscreen on my child before dropping him/her off during the summer months. I will provide outdoor snow gear in the winter months. I understand that my child's teacher will call me at work if my child is not dressed appropriately, or if my child does not have the necessary clothing or foot wear for playing outdoors. I understand that I will have to leave work to bring any forgotten items. I understand that all my child's items need to be labeled with his/her name and that if I fail to do so, my child's teacher will label his/her items with a permanent marker.

REST TIME

Parents shall provide a small sheet, blanket and stuffed animal/comfort item for their child to rest with. Parents are responsible for laundering nap blankets each week and should take their child's nap items home on the last day of the week the child is attending Joyful Noise. All toys other than nap items should be left at home. There are **absolutely no weapons or toy weapons allowed**.

CHANGES IN SCHEDULE

I will provide written notice to the office staff one week in advance of any changes in my child's scheduled days and times to attend the center. I will provide written notice to the office staff two weeks in advance of withdrawal from the center. If I don't, I understand that I will pay all fees for the program for which my child was enrolled for that time period. I understand that any schedule changes need to be made with the office staff. I understand that my child may be disenrolled if I make changes in schedule without approval.

I understand the center may disenroll my child at any time if it becomes apparent that my child's needs are not consistent with the center's program, or if my child engages in behavior which presents a risk of harm to self or others. This includes but is not limited to biting, aggressive behavior, or disruptive behavior.

SIGNING IN AND OUT/SECURITY/RELEASE

I agree to sign my child in and out daily. I will keep my child's emergency card updated. I will end my cell phone conversation when dropping off/picking up my child.

I understand that the center cannot release my child to anyone other than the names on the emergency card. I will notify the center of changes in address, phone numbers and persons to be added to, or removed from, the emergency card. I know the center will require picture identification to release my child to anyone other than myself, or to myself if staff do not recognize me or have not met me. I understand the **center requires my notification either by phone or written note, of anyone other than myself who will be picking up my child, even if that person is listed on my child's emergency card.**

OFF SITE BABYSITTING

I understand that if I hire someone from the center to baby-sit my child either off the premises or outside of the childcare program, the center bears no responsibility for such an arrangement, and I do so at my own risk. I will not hire a center employee for babysitting services to the extent that the employee quits his/her job at the center. I understand that approaching employees about exclusive employment within my home will be grounds for disenrollment.

In the interest of professionalism, parents are strongly advised against entering into social or dating relationships with employees.

FIELD TRIPS

I give my consent for my child (ren) to take part in field trips or excursions away from the childcare facility, under proper supervision.

RELEASE FROM LIABILITY/MEDICAL TREATMENT

I agree to absolve Joyful Noise Christian Childcare and First Presbyterian Church of Grand Haven, and all of its personnel, from all financial responsibility in case of accident or injury to my child (ren). I further agree that Joyful Noise has my permission to secure emergency medical and/or emergency surgical treatment for the above named minor child (ren) while in care **and** in the event that I cannot be contacted immediately.

Field Trip and Photograph Release Permission Slip Info

Located on the **last page** of this parent contract you will find two permission slips that must be completed and returned to Joyful Noise upon registration. Information regarding field trips and photograph release is found below:

Field Trip:

- A field trip is considered any excursion away from the childcare building.
- Infants, toddlers and two year olds may ride in a stroller or buggy to “field trip” away from the building without prior notification and as part of their daily activities.
- Two year olds through school age may walk to area parks, activities, businesses/events as “field trips” away from the building without prior notification and as part of their daily activities.
- Three year olds, four year olds and school age children may ride a Harbor Transit bus to/from local activities or events, but will do so only with prior notification (the exception being an urgent need, such as a ride back from the Imagination Station when an unexpected storm starts).

Photography Release:

- As a normal part of everyday activities in our program, your child(ren)’s learning and enjoyment are documented through digital photography. As a school we enjoy sharing these photos both through display at our facility, and online at our website, giving families an opportunity to share in the school experience both at school, and at home, online. Joyful Noise will never distribute these photos or misuse them in any way.

(Please see and complete attached form below, on page 5.)

Field Trip Permission Slip

Date _____

My child _____ has permission to attend field trips with Joyful Noise Christian Childcare and Preschool.

I understand that any excursion away from the childcare building is considered a field trip. This includes stroller rides, walking trips, play ground trips and bus rides to/from local events.

I understand I am giving Joyful Noise staff permission to take my child on field trips as a normal part of the daily activities.

For children in three's class and older:

I understand I am giving permission for my child to **ride a bus** to an activity or event **only with prior notification** of these activities or events.

Parent Signature _____

Photography Release Permission Slip

Date _____

I hereby release the use of photographs taken of my child, _____, to Joyful Noise Christian Childcare and Preschool, for the sole purpose of sharing them with parents and other students, by way of display at school, and on our website, for the convenience and enjoyment of Joyful Noise families.

I understand that Joyful Noise would never misuse any photograph taken of my child.

I understand I am giving Joyful Noise staff permission to take photographs of my child as a normal part of daily activities.

Parent Signature _____