

PARENT’S AGREEMENT CONTRACT

To: Parents

From: Hazel Simmons-Administrator

Subject: Job and Family Child Care’s Rule and Policy

These are Columbus Advanced Learning Academy Inc. Daycare Center Rules; it is mandatory for the center to follow Job and Family Services rules. These rules are in the Parent’s handbook.

1. Job and Family Services Child Care new rules require parents to bring a **sleeping bag** for all ages, to maintain a **safe environment**.

2. Parents must bring two changes of clothes, label child’s clothes, for infants and toddlers -2 packs of wipes, diapers, 1 kleenex and (3) bottles must be prepared with formulas, or bring sippy cups.

3. **New Child Enrollment** must pay a \$45.00 registration fee, Registration fee is payed annually, \$45.00 a year. **Swipe Card** is required to be swiped on a daily basis, if your swipe card is lost the parent needs to sign **Manual Claim Attendance**. Parent **sign in** and **out** at the front desk, for correct time look at the swipe machine.

4. **New Enrollment** for child must bring a **receipt** from Job and Family Services and your **Application** from Job and Family Services Child Care. If child is not approved for child care services, Job and Family Services will pay for Child Care, however if Job and Family Services Child Care Unit does not pay for Child Care, Parent is responsible for the bill.

5. To hold a slot at Columbus Advanced Learning Academy Inc, child must **complete 30 hours a week**.

6. Child is allow ten (10) days a year vacation, **after 10 days they are considered absentees, however**

Parents must pay tuition to hold their child slot at Columbus Advanced Learning Academy Inc.

7. Columbus Advanced Learning Academy Inc. require (two) **2-weeks notice** to withdrawal your child. If the child withdrawal before two weeks, the Daycare Center will charge parents (two) 2-weeks tuition. **This will be charged through Child Protect Agency –Childcare payment violation network collection agency.**

8. If your **job schedule change**, you must inform your **caseworker** and Columbus Advanced Learning Academy Inc. your new schedule.

9. All **Co-pay** and **Tuition** is due on **Friday** every week. If you are late with your **Co-pay** or **Child’s tuition**, Columbus Advanced Learning Academy Inc. will charge Parents **\$5.00 fee each day**. **Any returned checks** will be charged **\$40.00** , this amount will be add on to your tuition.

10. **Late-pick-up** will result to a **\$1.00 a minute**, so be on time, **THE DAYCARE CENTER ARE RUNNING TWO SHIFTS.**

11. If parents do not have **wipes, Kleenex and diapers** they will be charged for each item.

Parent: _____ Date: _____

Administrator: _____ Date: _____

Director: _____ Date: _____