

CONTRACT FOR PARENT/GUARDIAN OF CHILDREN ATTENDING Step By Step Children's Enrichment Center 2015 – 2016

The relationship that evolves between parents and teachers contributes tremendously to the sense of trust that is developing in the young child. Parents and teachers have important complementary roles and responsibilities in making the young child's experience in a group setting of highest quality possible. Please read the following conditions for participation at Step By Step CEC. If you feel that you are able to accept them, please initial each item, sign at the bottom of the form, and return to the Step By Step CEC office.

____ 1. I understand that my child, _____ has been accepted into Step By Step Children's Enrichment Center. I understand that the Center will provide developmentally appropriate care and instruction in a loving, safe and clean Christian environment.

____ 2. I agree to provide Step By Step with the required information:

- A) Florida Certification of Immunization Record within 10 days of start date.
- B) Florida Department of Health Physical Form within 10 days of start date.
- C) A copy of the child's original Birth Certificate
- D) Step By Step Registration Form
- E) Parent/Guardian Contract
- F) Transportation Permission Form (Aftercare & Summer Camp)
- G) Pay \$60 Registration Fee (\$25.00 for Elementary School Aftercare, \$85.00 Elementary Aged (completed 1st-6th grade) Summer Camp: per child and \$25.00 for Kindergarten Summer Camp)
- H) Pay \$40 Curriculum Fee (**Four & Five year old only**)

____ 3. Photograph Release: Any photo, picture, movie or digital image taken by any employee of Step By Step during the period of time of the child's enrollment shall be the exclusive property of Step By Step; and the legal guardian of the child hereby assigns all right, title, and interest in the same to Step By Step CEC. These items are typically used for bulletin boards, craft projects, and general classroom use. Photos may be used for advertising purposes or on our website.

Please choose one & initial:

My child may be identified and/or photographed for publication and/or displayed by Step By Step CEC Staff.

I **do not** give Step By Step CEC permission to photograph my child for any reason.

____ 4. I understand that Step By Step opens at 6:30 AM and **closes at 6:00 PM**. I realize late pick-up requires that I be charged a late fee. I understand that I must walk my child into the building and leave my child with the staff on duty and **sign-in** and **sign-out** the child daily. Due to lunch and nap-time schedules, Step By Step **requires** that children may not be checked in between the hours of 9:00 AM and 2:00 PM (excluding infant rooms) unless an arrangement has been planned. Each **Pre-K3 & K4** child must be in their classrooms no later than **8:00 AM** so that the child receives the full benefit of the curriculum, and does not interrupt the teacher during class time. **1 & 2 year olds must be in class by 8:30 AM.**

____ 5. I agree to participate fully in parent-school activities including scheduled parent-teacher conferences.

____ 6. I understand the following information regarding medication: Child care facilities are not required to give medication, however, we choose to provide the parent with this service according to the following guidelines stated in the parent handbook.

a. I permit Step By Step CEC personnel to administer an emergency antihistamine to my child prior to contacting me for my verbal consent. Parent Initial_____

____7. In the event of a serious accident or emergency, and if the Center Director or person left in charge is unable to reach parent or legal guardian, the staff at Step By Step will secure any necessary medical attention from the nearest Hospital Emergency Room. **I understand that I must provide accurate telephone numbers where I can be reached at all times. I also understand that I must provide a minimum of two additional persons who have agreed to be contacted in my absence. I further understand that if necessary, my child will be transported to the hospital by ambulance or in a staff person's car.**

____8. I understand that it is my responsibility to provide my child the following items as stated in the parent handbook under required items and I will dress my child within the guidelines of the handbook.

____9. I agree that when I decide to withdraw my child, I will give Step By Step two weeks written notification. I also understand that I will be charged for two weeks tuition if I fail to give two weeks notice.

____10. I understand that tuition is due in advance on the First day of each month. If my child is not at school that day, tuition should be paid on the first day that my child returns to Step By Step. If payment is more than 5 days past due, a \$10.00 late fee will be added. If payment is not current by the 15th of the month, attendance will be suspended until full payment is received. Continued late payments are grounds for termination of enrollment. Special situations may be discussed with the Director.

____11. I understand that Step By Step will strive to provide high quality childcare and appropriate Preschool Education for my child. I know that I am encouraged to observe and participate in my child's classroom at any time and am encouraged to communicate regularly with the staff.

____12. I understand the following regarding the Step By Step Discipline Policy as stated in the parent handbook.

____13. As a parent or legal guardian, I understand the conditions listed above. Failure to meet these conditions may suggest that the Step By Step CEC program does not fit into my childcare needs and Step By Step reserves the right to terminate according to the handbook policy under discipline guidelines.

____14. I have read all the current policies outlined in the Step By Step Parent Handbook and agree to abide by these policies.

Signature _____

Date _____