

## **CONTRACT FOR PARENT/GUARDIAN OF CHILDREN ATTENDING STEP BY STEP, CEC SUMMER CAMP PROGRAM 2014**

The relationship that evolves between parents and teachers contributes tremendously to the sense of trust that is developing in child. Parents and teachers have important complementary roles and responsibilities in making the child's experience in a group setting of highest quality possible. Please read the following conditions for participation at **STEP BY STEP SUMMER CAMP**. 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, CEC Summer Camp**. 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, CEC** with the required information:

- A) **STEP BY STEP, CEC Registration Form**
- B) **Parent/Guardian Contract**
- A) **Transportation Permission Form**
- C) **Pay \$60.00 Registration Fee**
- D) **Pay \$40.00 Activity**

\_\_\_\_\_ 3. Photograph Release: Any photo, picture, movie or digital image taken by any employee of **STEP BY STEP, CEC** during the period of time of the child's enrollment shall be the exclusive property of **STEP BY STEP, CEC** ; 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:**

m My child may be identified and/or photographed for publication and/or displayed by **STEP BY STEP, CEC Summer Camp Staff**.

m I do not give **STEP BY STEP, CEC** permission to photograph my child for any reason

\_\_\_\_\_ 4. I understand that **STEP BY STEP Summer Camp Program** opens at 7:30 a.m. and closes at 5:30 p.m. I realize that habitual pick-up time lateness may require that I be charged a late fee. I understand that I must walk my child into the building (when applicable), leave my child with the staff on duty and sign-in and sign-out my child daily.

\_\_\_\_\_ 5. 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.

\_\_\_\_ 6. In the event of a serious accident or emergency, and if the Preschool Director or person left in charge is unable to reach parent or legal guardian, the staff at **STEP BY STEP, CEC** 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.**

\_\_\_\_ 7. 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.

\_\_\_\_ 8. I have paid the **\$60.00 per child registration fee and \$40.00 per child activity fee** and I understand that tuition is based on a **daily rate of \$20.00 or \$90.00 weekly.** Payment is due at the end of each week in attendance. Special situations may be discussed with the Director.

\_\_\_\_ 9. I understand that **STEP BY STEP, CEC** will strive to provide high quality and appropriate care 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.

\_\_\_\_ 10. I understand the following regarding the **STEP BY STEP, CEC** Discipline Policy as stated in the parent handbook.

\_\_\_\_ 11. 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, CEC** reserves the right to terminate according to the handbook policy under discipline guidelines.

\_\_\_\_ 12. I agree to give a two-week notice of withdrawal of my child from **STEP BY STEP, CEC Summer Camp.**

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Signature

Date