

St. James Early Learning Center 2018-19 Parental Agreement Form

Name of Child: _____

Date of Birth: _____ Class: _____

The **St. James Early Learning Center (ELC)** agrees to provide care for my child on the following days and times, as stated below. Please check off the programs you intend to use.

I am registering my child for the following school program(s).

_____ Day School (7:00am-3:30pm)

_____ Extended Day School (7:00am-6:00pm)

_____ 2 days per week (T & Th)

_____ 3 days per week (M-W-F)

_____ 5 days per week

Arrival & Pick Up Times (Please write in a time for both intended arrival and pick up times)

My child will arrive to school each day at approximately _____ am.

My child will be picked up from school each day at approximately _____ pm.

Primary Contact Number: _____

Primary Email Address: _____

List Known Allergens: _____

*Please initial each core rule statement below.

_____ **Medication:** I understand and agree that medication will not be given by the ELC Staff. Parents must administer all medications for their child(ren), as needed.

_____ **Immunizations:** ALL children registered in St. James ELC will be required to have immunizations. There will be no exceptions. Every child must have a current Form 3132 on file at school in order to participate in care.

_____ **Photo Permission:** I authorize St. James ELC to use my child's photos, video, artwork, at St. James Church, St. James School, and St. James ELC.

_____ **Sack Lunch:** Parents will provide a balanced lunch for their child each day. Initial to indicate that you have read the Guidelines for Sack Lunches in the Student Handbook. Remember, SJELC is a **NUT-FREE** center. Please read food labels & pack foods that are **NUT-FREE**. I understand and agree to abide by the Bright from the Start regulation that **EXCLUDES** grapes and/or hotdogs from the ELC for all one and two year old children in Rooms 1 & 2. Three year olds in Room 3 may bring grapes and hotdogs as long as they are **DICED UP** in small pieces at home. This applies to all food that would present a possible choking hazard. Ex: popcorn, hard candy

_____ **Signing In/Out:** Children will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent (s), or facility personnel. Parents are required to sign in and out for care everyday. All drop offs and pick ups must be made by an adult.

_____ **Car Seats:** I agree to transport my child to and from school in a proper child-restraint safety seat, as required by State law.

_____ **Late Fees:** I agree to pay for late tuition payments, in the amount of \$25. month and/or late pick ups from school in the amount of \$15.00 per quarter hour.

_____ **Records:** I acknowledge my responsibility in keeping my child's records current and to reflect any significant changes as they occur. The facility agrees to keep you informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc., which include my child.

_____ The children at SJELC do not leave the campus for field trips, nor do they participate in swimming activities. The threes may have certain special activities at St. James School and walk over with their teachers and/or parents, with advance notification.

Signed: _____ Date: _____
Parent/Guardian

Signed: _____ Date: _____
Facility Administrator/Person-In-Charge