

# St. James Early Learning Center 2019-2020 Parental Agreement Form

Name of Child: \_\_\_\_\_ Preferred to be called \_\_\_\_\_

Date of Birth: \_\_\_\_\_ I am enrolling my child in  Ones  Twos  Threes  
(Must turn 1, 2, or 3 by Sept. 1, 2019)

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).

- 11-Month Program (8/5/19-6/26/20)       \_\_\_\_\_ Summer Option (check if you would use childcare in July 2020)
- Day School (7:00am-3:15pm)       \_\_\_\_\_ Extended Day School (7:00am-6:00pm)
- 2 days per week (tu-th)       \_\_\_\_\_ 3 days per week (m-w-f)       \_\_\_\_\_ 5 days per week (m thru f)

### 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 Name/Number: \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

Primary Emergency Contact Name/Number: \_\_\_\_\_

List Known Allergens: \_\_\_\_\_

**ACKNOWLEDGMENTS:** Please initial each statement below to show that you have read, understand, and intend to comply with rules at St. James ELC

\_\_\_\_\_ **Student Records:** All registration paperwork must be filled out completely, with no areas left blank. A street address must be provided and emergency contacts must be listed in order of who to call first. Telephone numbers and addresses of emergency contacts must be provided. *I acknowledge my responsibility in keeping my child's records current and will advise the ELC office of any changes to registration paperwork, 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.

\_\_\_\_\_ **Delayed Start:** **All** children in Room 3 must be fully potty trained to participate in childcare. No diapers, nor pull-ups are permitted in the three year old class. If they are not potty trained they will have to go on the Delayed Start program and stay home until they are trained. There is a fee associated with this. Details can be found in the Parent Handbook on our website at [www.stjameselc.com](http://www.stjameselc.com). All one year olds must be walking or they will also go on a delayed start. Again, details about this program can be found in the Parent Handbook on our website.

\_\_\_\_\_ **Monthly Tuition Payments:** We would like all parents to set up Auto-Pay with their banks, who will mail a bank check from their account on the first of each month. Please set this up in July so it is ready for August. Also, include the \$200. Supply Fee in the first August school payment. There will be 11 monthly payments, August through June. If you miss a payment, your child may be excluded from care until payment(s) become current.

\_\_\_\_\_ **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 for care no later than 9:30am and out for care by 3:15 for Day Schoolers or no later than 6pm for Extended Day Schoolers. All drop offs and pick ups must be made by an adult, over the age of 18. Parents are to come in and move quickly at drop off and pick up times.

\_\_\_\_\_ **Late Pick Up:** ALL late pick ups from school will be charged in \$15.00 increments, per quarter hour, for the time the child remains in care after Day School or Extended Day School pick up times. No staff members are permitted to care for children left at the center after hours. If we cannot contact anyone to come and get the child, we will follow State and Diocesan protocol and contact the police, who will call DFCS, to care for the child, at which time the ELC is no longer responsible. Be sure you have people who can be reached for pickup in case you have an emergency!

Over

\_\_\_\_\_ **Sack Lunch/Lunch Boxes:** 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 BfS regulation that **EXCLUDES** fish, 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, no fish, 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, cherries, etc... Fast food may not be brought to school for a child unless it is unwrapped and placed in a lunchbox. **NO** soda!

\_\_\_\_\_ **Car Seats:** All children must be transported by an adult, to and from school, in a proper child-restraint safety seat, as required by State law. Parents are to see to it that anyone picking up their child has a vehicle equipped with a properly installed car seat.

\_\_\_\_\_ **Field Trips/Swimming:** 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.

\_\_\_\_\_ **Medication:** I understand and agree that medication will not be administered by the SJELC Staff. Parents must administer all medications for their own child(ren), as needed.

\_\_\_\_\_ **Authorization to Dispense External Preparations** for the following external medications: *Check all that are permissible to use, if needed:*

Benadryl Cream    Neosporin ointment    Diaper Cream    Baby Wipes    Insect Repellent

Sunscreen    Band-aids   *\*NO POWDERS/PETROLEUM JELLY ARE USED ON CHILDREN IN CARE*

\_\_\_\_\_ **Immunizations:** **All** children registered in St. James ELC are 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.

\_\_\_\_\_ **Cell Phones:** Please turn off your cell phones when in the classroom or when coming into the classroom.

\_\_\_\_\_ **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.

\_\_\_\_\_ **Parent Handbook:** I have read and understand the 2019-2020 Parent Handbook, available on the ELC website at <http://www.stjameselc.com>. I agree to abide by the rules and regulations set forth in the St. James ELC Handbook at all times.

\_\_\_\_\_ **Emergency Medical Care Release:** I authorize St. James Church/ELC to seek immediate medical care, including 911 services, who may transport my child to nearest hospital, in case of emergency. I assume responsibility for payment of all services and/or treatments administered.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Parent/Guardian**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Parent/Guardian**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Facility Administrator/Person-In-Charge**