

In order to assure that new parents clearly understand the procedures and policy of our Center, we ask all parents to read the parent handbook and all documents enclosed with this application packet and also to initial the following:

_____1. Parents are responsible for payment of all fees on time. All tuition payments are due on Friday morning at drop-off for the following week's tuition. If tuition is not received by Friday, a \$30 late fee will be applied. If your payment and late fee is not received by the following Monday morning, child care services will be suspended until account is paid in full.

_____2. There will be no reduction of fees for any type of absences. This includes illness, holidays, winter break, non-compliant health records, hurricanes and other inclement weather conditions.

_____3. I understand that I must walk my child into the building each day and make certain that a staff member knows he she is present. Only persons 18 years of age or older or allowed to drop off or pick up my child. I also understand that I, or an authorized adult will pick up my child at pickup time and inform of staff member that she is leaving.

_____4. I understand that I, or whoever drops off or picks up must sign my child in or out each and every time. Parents may sign in or check in using brightwheel mobile app. I understand that signing my child in and out each and every day is mandatory and that it is a strict Florida licensing requirement.

_____5. I will keep my child home if he she has, fever, diarrhea, vomiting, rash of Unknown Origin, or any other medical condition that prevents him her from participating in the full program. I also understand that if my child is sent home with any of the above, they must remain home symptom-free for 24 hours or return with a note from the child's doctor.

_____6. All children must have a complete change of clothes at the center at all times. All children must also have a crib sheet supplied for nap time. The crib sheet will be sent each week to be laundered and returned.

_____7. Parents are to supply an oversized t-shirt as an art smock for their child. This size of shirt should be able to be put over the child's clothing. Parents are also to supply spray sunscreen (no lotion) and bug spray

_____8. Parents are to send daily a non-spill cup

_____9. Shared wipes policy: all parents are required to bring in packs of wipes on the 1st of every month. Please refer to handbook on the amount of packs to send per month per child's age.

_____10. I understand that my child must be picked up no later than 6 p.m. and in the event that I require additional care, I must phone the center to inform that I am delayed. If I am not able to arrive before 6 p.m., I must secure an alternative pick up person to do so. The center will not be able to provide care beyond 6 p.m. unless it was approved in advance for evening care. A \$1.00 per minute fee will be assessed each minute until child is picked up.

_____11. I agree to give a 10 business days' notice upon withdrawal or pay the difference.

_____12. I understand that the school is closed for winter break during the week of Christmas and re-opens after New Year's Day and closed for select holidays and full tuition continues to be due.

_____13. I have read the Soleil Early Learning Academy discipline policy and agree the terms
I understand and agree to the terms.

Parent signature

date

