

Children's Learning Center Parent Contract/Enrollment Form

- 1. Children's Learning Center must be informed of anticipated drop off and pick up schedule (see #10 below) and follow the hours set forth in the schedule. Due to the CDC and KDHE recommendation because of COVID 19, children's hours in childcare must be limited to 9.5 hours/ day and have a set schedule that allows us to schedule drop off and pick up times. These scheduled hours must be between the CLC operating hours of 6:45-6:00. While the center is licensed until 6:00 pm, the expectation is that parents arrive no later than 5:45 pm for pickup.
- 2. The \$150.00 deposit and \$50 annual enrollment/ insurance fee must be paid before the child can enter the program.
- 3. If the requirements for admission or eligibility as stated in the Center Handbook are not met, the child's enrollment will be terminated. The Handbook can be found at <https://www.clc-ks.org/enrollment> or a paper copy can be requested from the office.
- 4. Health and behavior policies, including all COVID 19 related policies and the CLC Exclusion policy, must be followed for the welfare of all concerned. (See Exclusion Policy).
- 5. Any problems or concerns relating to the Center must be discussed with the Teachers or the Directors.
- 6. Parents are responsible for payment of all fees charged and not reimbursed to the center by funding agencies by the 5th business day of the month or a late fee of \$25 may be added for tuition.
- 7. Parents recognize that Lawrence Memorial Hospital is the closest facility for immediate emergency care.
- 8. Parents or guardians are responsible for knowing and complying with the information in the Center Handbook located on the website at <https://www.clc-ks.org/enrollment> or a paper copy can be requested from the office. By signing off on this form, you are agreeing to the terms and policies in the parent handbook.
- 9. Starting date of enrollment_____.
- 10. Daily drop off time _____.
Daily pickup time _____.
Days of attendance M T W R F .
- 11. Child's name_____.
- 12. Child's birth date_____.
- 13. Requested 4 digit door code _____*

I understand and agree to follow the policies as outlined above and in the CLC Parent Handbook, which I have access to via the CLC website.

Parent/ Guardian 1's Signature Date

Parent/ Guardian 2's Signature Date

Cell number

Cell number

E-mail address

E-mail address