

## Parent / Guardian Responsibilities Contract

Effective Dates: Begins \_\_\_\_\_ Ends \_\_\_\_\_

I agree to bring my child to Learn & Grow Child Care Center according to the schedule listed below:

(Print Child's name) \_\_\_\_\_

*Please fill out days and times completely*

| Monday<br>6:00 a.m. - 5:30 p.m. | Tuesday<br>6:00 a.m. - 5:30 p.m. | Wednesday<br>6:00 a.m. - 5:30 p.m. | Thursday<br>6:00 a.m. - 5:30 p.m. | Friday<br>6:00 a.m. - 5:30 p.m. |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| _____ am/pm to _____ am/pm      | _____ am/pm to _____ am/pm       | _____ am/pm to _____ am/pm         | _____ am/pm to _____ am/pm        | _____ am/pm to _____ am/pm      |
| _____ am/pm to _____ am/pm      | _____ am/pm to _____ am/pm       | _____ am/pm to _____ am/pm         | _____ am/pm to _____ am/pm        | _____ am/pm to _____ am/pm      |

I Agree to pay this amount weekly \$ \_\_\_\_\_

1. I understand that I will bring and pick up my child at the times agreed upon according to this contract.
2. I understand that I need to call the Center any time my child will be absent for any reason.
3. I understand that I need to call the Center any time there is someone other than myself or my authorized persons sent to pick up my child.  
They are required to show proper ID before my child is allowed to leave with anyone not on my pick up list.
4. I understand that all tuition payments are required to be paid **every** Friday for the following week of care. Payments must be made by Auto Draft from a Bank Account or Debit/Credit Card (a 3% Card Transaction Fee will be applied). Cash & Check payments will only be accepted with the Director's approval.
5. I understand that if my child needs to be absent for more than 2 weeks I have the option to:  
\* Terminate the contract and pay any penalties OR  
\* Pay half the regular tuition to keep my child enrolled.
6. I understand that I need to maintain open communication with the Center regarding any changes in the home that might affect my child's well being.
7. I understand the Center reserves the right to evaluate fees as needed and to increase fees at any time with a 30 day notice.
8. I understand and agree to follow all rules and regulations set forth by Learn & Grow Child Care Center's Fee Schedule, Contract, and Policy & Regulation Handbook.

### Behavior Policy

Inappropriate behavior will not be tolerated. Learn and Grow considers the following inappropriate:

- \* Behavior on the part of the child which involves threatening and/or abusive actions and/or speech to another child, teacher, or staff member.
- \* Behavior on the part of the child which results in others being placed in physical jeopardy.
- \* Examples of such behavior involve hitting, biting, spitting, kicking, and profane language.

### Steps to Correct Inappropriat Behavior

**First Incident:** A conference will be held with the parents and written documentation of the incident will be added to the child's file.

**Second Incident:** Parents will be notified, and the child will immediately be suspended for one day.

The incident will be documented and added to the child's file.

**Third incident:** Parents will be notified, and the child will be expelled. The incident will be documented and added to the child's file.

***Learn and Grow Child Care Center reserves the right to immediately expel any child that threatens the safety of the children or staff in the Center.***

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### Learn & Grow Child Care Center Responsibilities

1. The Center must maintain a current license from the Kansas Department of Health and Environment.
2. The Center must be in compliance with the Kansas Department of Health and Environment and the City of Wichita Child Care Licensing.
3. The Center must provide a safe, caring environment to meet the needs of the children in our care, and assist them in their spiritual, individual, emotional, social, and intellectual growth.
4. The Center will provide a nutritional breakfast, lunch and afternoon snack according to regulations and will accommodate children's needs concerning allergies and intolerances to the best of our ability.

Learn & Grow Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

*Both parties reserve the right to terminate this contract without notice if the other party is in substantial violation of this contract and/or the health / safety of the child is endangered.*