

Spartan Station Contract Agreement

To assure that all parents clearly understand the procedures and policies of Spartan Station we ask all parents to read the policies outlined in the Parent Handbook and agree to the following terms:

1. Parents are responsible for payment of tuition and fees, on time. A late fee of \$45.00 will be assessed to bills not paid in full by the 7th of each month.
2. There is no reduction of fees for absences or vacations except in the case of an extended illness of the child. The director should be notified if such a situation occurs.
3. I understand:
 - a) I, or other designated adult, must walk into the facility with my child and notify a staff member that he/she is in attendance.
 - b) I, or other designated adult, must walk into the facility to pick up my child and inform a staff member that we are leaving.
 - c) ***I must clock my child in and out every day of attendance. The facility will not be responsible for children who have not been properly signed in or out.***
4. I understand the center hours are 7:15 a.m. to 4:30 p.m. I am expected to pick-up my child/ren at **my designated pick-up** time (a reasonable time after your school is out) and will be charged a late fee if I arrive late. Please remember that our adult/child ratios are much lower after school.
5. I have paid the \$75.00 registration fee and understand that this is a non-refundable, one time fee.
6. I have read and understand the Spartan Station Tuition and Fees Policy.
7. The director is to be notified two weeks in advance before a child is to be withdrawn. Parents are required to pay for those two weeks regardless of when the child leaves the center. Parents who leave without notice are required to pay the full month of tuition and will not receive a refund.
8. I have read and understand the Withdrawal Policy.
9. My child needs a complete change of clothing, a blanket and pillow with the **child's name on each item**, along with all other items listed on the Parent Checklist.
10. My infant needs all of the required items listed on the Parent Checklist.
11. No medication can be administered to a child without written consent from the parent. I have read and signed the OTC Medication Form. All medication must be in the original container with dosage clearly marked.
12. I must keep my child home from daycare according to the Illness Policy.
13. I understand that my child must be fully immunized, and that all of the health and medical forms are up-to-date, before my child is admitted to the center.
14. I give my permission for my child to attend field trips, walking and/or riding. I have read the Field Trip and Parent Release Form and agree to pay the \$35.00 field trip fee. I understand my child must be three years old and potty trained to ride the school bus.
15. I give permission for my child to be photographed for the high school year book, other school projects, and Spartan Station related activities.

This contract is prepared to represent a legal and binding document on behalf of the parent and the Spartan Station. This contract, along with the Parent Handbook, is intended to specify responsibilities and reduce misunderstandings. Parents, please feel free to discuss any concerns you may have at anytime with the director.

**I have read, understand, and agree to comply with
the policies and procedures outlined by the Spartan Station Contract Agreement and the
Spartan Station Parent Handbook.**

Parent/Guardian Signature _____ Date _____