

Parent Agreement

Child's Name: _____

1. Parents are welcome to visit at any time. We encourage you to join us at parent events and to chaperone field trips. _____

2. Alphabet Academy is open from 7:00 AM to 6:00 PM on all days (please be sure to arrive by 5:50 pm), except those listed in our calendar. Alphabet Academy will close at 1 pm, one day in September, October, January, March and May for professional development (check your calendar for dates). Our calendar is updated yearly and is included in your enrollment packet. A full month's tuition will be charged during these times. Monthly tuition is due on the 15th of the month prior to services rendered. Scheduled payments are to be made on time. All tuition is due with no exceptions to illness, absence, community wide health concerns, inclement weather, or child/school vacations. There are no substitution of days for part-time students. Please notify Alphabet Academy in advance if your child will be on vacation. _____

3. Parents are expected to bring their children into the building, sign in, and see that the child is under the teacher's supervision before leaving. At pick-up, you must re-enter the building, make contact with our staff and sign out. If there is an emergency, please notify the authorized alternate pick-up and alert the Director and teacher by telephone and email. Do not give this person your assigned door code or fob card. _____

4. At Alphabet Academy, we use a card reader entry system. Each parent will be required to purchase a personal fob for \$20. If you suspect your fob has been lost, stolen or misplaced, contact the office immediately so we can remove your fob's code. Under no circumstances should you give your fob to an alternate pick-up. _____

5. Parents will be called to pick up children who become ill. Children must be picked up within 45 minutes. Children sent home cannot return until 24 hours from pick-up and the sick policy is met. Children absent due to contagious illness will need a signed Doctor's note before returning. Please notify Alphabet Academy if your child will be absent for the day. _____

6. Children need to have a current early childhood health assessment and immunization record prior to enrollment and will need to regularly update them in compliance with state law. Children may be denied admittance until the form is received. There is no tuition credit since this is the responsibility of the parent. Children over the age of 6 months are required to have a flu vaccination yearly prior to December 21st. _____

7. In case of an emergency, Alphabet Academy has permission to administer first aid or obtain emergency medical treatment in the child's best interest. We will make every effort to contact you after first contacting emergency personnel. _____

8. Each child will need to bring in two labeled changes of weather appropriate clothing to be kept in their cubby. Alphabet Academy is not responsible for lost or soiled clothing. We suggest strongly having children wear play clothes, so that they can explore all activities without hesitation. It is the responsibility of parents/guardians to provide any diapers and wipes. _____

9. The children play outside twice daily, except during extreme inclement weather such as storms accompanied with high winds and or thunder/lightening. We would also stay inside during excessive heat or cold (when wind chill and frostbite could cause a problem). Children should be dressed appropriately according to the weather, layers work best. We will not be able to allow any child to remain indoors during outdoor play. In the rare event that we would choose to remain inside due to unsafe weather (this does not include rain), we would provide gross



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motor activities. _____

10. Alphabet Academy will provide all meals throughout our daytime hours. Meals will include a well balanced morning snack, lunch, and afternoon snack. All meals will be approved by a certified Nutritionist. Parents are not to provide any snacks or meals, except in the infant classroom. In the case that a child is allergy sensitive, Alphabet Academy will offer an appropriate substitution. _____

11. Nap/rest time, depending on the classroom, will be between 12:00 PM and 3:00 PM each day. Please refer to your child's classroom schedule for a more specific time. Infants sleep as needed. Children who do not sleep will still have a rest time. Each child will need a labeled blanket and cot sheet, which is to be taken home each week for washing. _____

12. Alphabet Academy will only be closed in very severe weather and at the discretion of the owner. Should it be necessary to close, it will be broadcasted on WTNH-Channel 8 news and on the WTNH website, www.wtnh.com. Closings and delayed openings and closings are site specific. Tuition will not be deducted for days when Alphabet Academy is closed due to weather. _____

13. Alphabet Academy will not be responsible for anything that may happen as a result of false or incomplete information given at the time of enrollment and thereafter. _____

14. Parents and alternate pick-ups are required to drive carefully and exercise extreme caution while operating their vehicles in the parking lot of Alphabet Academy. Please accompany your children, regardless of age, by the hand when entering and exiting your vehicles and moving through the parking lot. Do not leave your child unattended in your vehicle. Pursuant to Connecticut Law, it is now unlawful to leave your car idling while dropping off your child(ren). _____

*Please initial in the spaces provided above, sign below and **return both pages** of this agreement. Copies will be made and returned to you.*

Child's Name

Parent Signature

Date

Parent Signature

Date

Director

Date

