



PARENT AGREEMENT

A parent manual which contains detailed information on Brooksedge Day Care Center policies will be available at the time of registration. I agree to obtain and read the parent manual. I agree to abide by the requirements listed below as well as all rules set forth in the parent manual.

- My child may not attend Brooksedge Day Care Center until **all** required forms are completed in full and on file.
- The registration fees are non-refundable.
- Weekly tuition is due by Friday of each week of scheduled attendance. If payment is not received by Friday at 12:00 p.m., a late fee of \$20 will be assessed. If payments are more than two weeks overdue, I understand that Brooksedge reserves the right to drop my child from the enrollment list until accounts are current.
- A \$25 fee will be assessed for each returned check.
- Brooksedge Day Care Center opens at 7:00 a.m. and closes at 5:30 p.m. I will be charged a late fee as stated in the parent manual. If my child is not picked up by 6:00 p.m., emergency contacts will be called. If my child is not picked up by 7:00 p.m., Children's Services will be called.
- I will accompany my child into his/her assigned classroom and communicate with the teacher in the classroom.
- I will be charged 50% of my weekly tuition when my child is on vacation or absent from the center for an ENTIRE week for any reason.
- If my child is posing a serious or recurrent discipline problem, which cannot be resolved, he/she may be suspended from Brooksedge Day Care Center. Brooksedge Day Care Center reserves the right to expel my child from the center for serious or recurrent discipline problems after all attempts have been made to resolve the situation.
- Conferences may be held with Brooksedge Day Care Center administrators and teachers upon request of the parent or guardian.
- A parent roster listing names and phone numbers of participating families will be distributed upon request to parents of Brooksedge students. Unless I inform Brooksedge Day Care Center in writing of my objection, my name and phone number will be included on the list.
- I will immediately notify Brooksedge Day Care Center of any changes in my registration information (e.g. address, phone number, place of employment, etc.).
- I will provide Brooksedge Day Care Center with a current, annual medical form completed, signed and dated by my child's physician as required by the Ohio Department of Human Services.
- I agree to pay the tuition due for my child's attendance at Brooksedge Day Care Center as specified on the tuition rate schedule. I have received, read and understand the Brooksedge Day Care Center tuition rate schedule.
- I have received, read and understand the Brooksedge Day Care Center Parent Handbook.

Parent/Guardian Signature

Mother _____ Date _____ Father _____
_____ Date _____

