



## Parent Agreement with Punkin Patch

(Child's Name(s)) \_\_\_\_\_ will be enrolled in the center full time beginning \_\_\_\_\_. At the signing of this agreement, I will pay a non-refundable registration fee of \$\_\_\_\_\_. I agree to pay the current weekly fee of \$\_\_\_\_\_ in advance by Tuesday at 6:00 p.m. If tuition is not paid by then a late fee in the amount of \$10.00 will be applied.

Tuition is charged regardless of the number of days present. Vacation Credit is issued when the child(ren) is absent the full week. Each family has access to three (3) weeks of vacation credit per year beginning September 1<sup>st</sup>. Any weeks remaining do not transfer. The vacation credit is equal to the tuition rate. Accounts must have a 0.00 balance the prior week to use this credit.

### Policies, Procedures & Information

1. Medical
  - a. We must have a statement signed by a physician stating he/she is free from communicable and infectious disease and that he/she is able to participate in group activities on or before their first day in attendance for all children not enrolled in Public School.
  - b. We must have current immunization records, as required by Texas Department of Health, on file on or before their first day in attendance for all children not enrolled in Public School.
  - c. Any medication given to a child must be authorized by a prescription. All medication must be in its original container with the child's name and date clearly printed on it. Parents must sign the medicine chart for medication to be dispensed.
  - d. If a child shows symptoms of an illness while at the Center, he/she will be kept isolated from the other children and the parent (or another designated person) will be notified. State regulations require a child with an illness be removed from the Center. The child will not be able to return to the Center until he/she is fever free (without the help of fever reducing medication) for 24 hours.
1. Center Information
  - a. The Center will be open throughout the entire year except for HOLIDAYS or Bad Weather (as listed in our handbook). We are open Monday thru Friday from 6:00 a.m to 6:30 p.m
  - b. Punkin Patch Daycare Center is a licensed childcare facility with the State of Texas
  - c. Punkin Patch Daycare Center is a CACFP (Child and Adult Food Program) participant. We provide Breakfast, Lunch and Afternoon Snack. We prohibit discrimination on the basis of race, color, sex, age, handicap, religion, national origin or political beliefs.
  - d. The Center reserves the right to admit or dismiss a child for the well being of all other children enrolled.
2. General Policies and Procedures
  - a. Parents must bring their child into the center and leave their child in the presence of a staff member.
  - b. Parents must sign in and out their child each day.
  - c. Only parents or persons authorized may pick up a child.
  - d. All staff members are trained to use a positive method of discipline and guidance that encourage self-esteem, self-control and self-direction.
  - e. Complaints, problems, comments, or suggestions should be brought to the Center Director to resolve.
  - f. Any changes to enrollment forms must be corrected immediately. Ex: Address, Phone #, Etc.
  - g. Toys brought from home are not allowed in the Center.
  - h. Infants are not allowed (Per State Guidelines) to have anything in the crib with them while sleeping. You may furnish a knapsack for your child.

### Documents Required for Enrollment

1. Completed and signed enrollment forms (Including Enrollment Info, Authorizations, ER Care & Transportation, Nutritional Info)
2. Signed Parent Agreement (This form)
3. Completed & Signed Tuition Express Authorization Agreement (Optional)
4. Current Immunization Records (All children not attending Public School)
5. Signed statement from a Health Care provider (All children not attending Public School)
6. Signed handbook receipt
7. Infant Information Sheet (All children 12 months and under)

\_\_\_\_\_  
Print Name (Parent)

\_\_\_\_\_  
Sign & Date (Parent)