

## Parent's Signed Statement

The operational policies of The Learning Tree were discussed with me at the time of my inquiry about enrolling my child. I was given a copy of the learning Tree's handbook which includes these policies. The handbook also includes a Special Happenings for Parents which is our parental participation policy.

The state law requires that each family receive a copy of the North Carolina Day Care Law and Rules. This was given to me at the time of enrollment.

My child has permission to leave The Learning Tree premises (outside of the fence) for nature walks, infant buggy rides, etc. Any field trip that entails transportation from the school property will be addressed individually.

I understand that The Learning Tree does not send out weekly or monthly billing statements. Billing will occur on a weekly basis each Monday or, in the event that the center is closed on Monday, on the first business day of the week. Tuition is due by that Friday. If tuition is not paid by 5:30pm that Friday, a \$25 late fee will be charged to my account. If my account is delinquent for a period of 30 days or more, my child will not be permitted to return to the center and may lose his or her spot.

I understand there are no tuition credits given for days my child is sick, or for the days the Learning Tree is closed whether the closing is scheduled or due to inclement weather.

I understand that if my child is not picked up by 5:30 p.m. I will be charged a late pick up fee of \$10. After 5:40 p.m. \$1.00 per minute will be charged. This fee will be paid directly to the teacher by cash or check and will be due no later than 7 days after the late notice is received. If my child is picked up past 5:40 more than 3 times in a 30 day period TLT reserves the right to terminate enrollment.

Parents will inform the administration of any custody situation prior to enrollment and upon changes throughout the child's enrollment. If legal documentation has been issued, parents must provide a copy to the administration that will be kept in the child's file.

All parties have a financial responsibility in paying the tuition for child care. This includes, in the event that parents would separate or divorce, they would both assume financial responsibility for making payments towards their child's tuition at The Learning Tree.

PLEASE SIGN BELOW TO VERIFY THAT YOU HAVE RECEIVED COPIES OF THESE DOCUMENTS

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name/Signature

\_\_\_\_\_  
Parent's Name/Signature