



ADMISSIONS AGREEMENT

Revised 8/2024

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Child's Full Legal Name _____

Date of Birth _____

Parents' Name(s) _____

We strongly believe in partnering with parents to provide an unsurpassed loving and nurturing, extended family environment through which our children will be ensured of having the greatest opportunities to become responsible members to their own families and leaders in our society. For our vision to materialize open communication between parents and members of our staff about their respective responsibilities is imperative. **Please read the following policy statements, initial after each statement, and sign the last page endorsing that you understand all policies within this document.**

MISSION STATEMENT: Early Steps Learning Center (ESLC), a Christian based organization embedded with a culture of educators providing excellence in early childhood education in the communities we serve.

To formally register your child in our program you must complete the following:

- ❖ Enrollment forms filled out completely.
- ❖ Medical form signed by a physician.
- ❖ Custodial Parent DOB and Social Security Number
- ❖ Non-Refundable Annual Registration/Curriculum Fee

All items must be submitted in at least (2) two days prior to your child's first day of attendance.

Tuition

I have enrolled my child in the following program: First Steps I/II

from _____am/pm to _____am/pm Days **M T W Th F**

The tuition for the program I have selected is _____ **per week** and is due and payable in advance. ESLC full time tuition \$_____ covers a ten (10) hour day. If you require additional hours, a premium rate will be assessed. The payment of weekly tuition is due on Monday but no later than **Tuesday at the end of business day**. If payment in full is not received on the due date, I agree to pay a late fee of \$25.00 per week. I understand services will be interrupted until my account is in good standings. I understand if my account is continuously delinquent, I must withdraw my child. I understand that a processing fee of \$30.00 will be added to my account for any insufficient funds. Paid tuition is nonrefundable. ESLC reserves the right to not to reimburse paid tuition for backed dated services from ODJFS.

parent initial here _____



Registration Fee/Curriculum Fee

I understand that a one-time non-refundable Registration Fee of \$50 shall be paid to enroll my child. For those enrolling for the summer months only, a non-refundable Registration Fee of \$50 shall be paid at the time of registration. Any paid camp deposits or activity fees are non-refundable.

parent initial here _____

Discounts

Family discounts are only available for Registration Fees. Family Discounts are not available for Re-Enrollment Fees, Tuition, or Special Programs or for any services. Family discount cannot be applied to any other promotions or discounts. In instances of agency reimbursement, discounts would not apply. Not applicable to part time enrollment

parent initial here _____

Reinstatement Fee

I understand if I am absent for more than 8 weeks a re-instatement fee will be charged.

parent initial here _____

Late Pick-Up Fee

Our Chardon Road and Wickliffe Centers are open from 6:45am to 6:00pm, Monday through Friday from January through December. The centers close promptly at 6:00 p.m. I understand if my child is not picked up at the end of closing, a late pickup fee will be assessed. In addition, when the center closes early before regular closing hours, I understand that if my child remains past the scheduled closing time a late pickup fee will be assessed. A late pickup fee will be applied after 6:00p.m. I agree to pay a fee of \$25.00 per every fifteen minutes or any portion of a fifteen-minute period per child. Late Pick Up Fees must be paid before my child can be admitted the next day.

parent initial here _____

Drop Off Time

I understand that my child must be in his/her program no later than 9:30 am. A grace period may be extended with documentation if my child has an appointment, she/he must attend. The drop-off time will be extended to 11:00 a.m. Extensions are granted with prior approval and/or proper documentation.

parent initial here _____

Holidays

I understand that the center is closed the following holidays: New Year's Day, Martin Luther King Jr., Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and day after Thanksgiving and Christmas and day after Christmas. I understand that I will not be granted a refund, credit or make up day, or any other allowances for holidays. If a holiday falls on a weekend, it may be observed on either the preceding Friday or the Monday following. ESLC reserves the right to change holiday schedules with a 30-day notice to parents.

parent initial here _____

Absentee Policy

Infants through Preschool Programs are based on a yearly tuition. Full payment is due regardless of any absenteeism. I understand I am responsible for full weekly payments regardless of any days not in attendance including but not limited to vacations, illness, and holidays.

parent initial here _____



Vacation

I understand that no allowances are made for occasional absences. One vacation week will be granted each enrollment year at 100% of your child’s program tuition. One (1) week written notice must be given in advance. Applicable for children enrolled for a minimum of 6 (six) months at 50% vacation credit.

parent initial here _____

Withdrawal Policy

I understand that I must sign a withdrawal form or give a written withdrawal two weeks prior to withdrawing my child from the center. I understand that if this policy is not followed, I will be charged for the two weeks of tuition at a rate of \$_____ per week.

parent initial here _____

Child Accident Insurance

I understand that accident insurance is provided for all enrolled children during their hours of attendance for accidents, which may occur while at the center. I understand that this policy is secondary to the primary insurance of family.

parent initial here _____

Daily Sign In & Out

I understand that I must sign my child in and out each day on the (ProCare) entry system and in the TAP system if applicable. Services may be disrupted if attendance is not recorded daily by parents. All parents are required to escort their children to and from their assigned classroom.

parent initial here _____

Code of Conduct

I understand that I am expected to read, understand, and abide by the Core Principles set forth by ESLC. I must always conduct myself in a professional manner while on the premises of Early Steps Learning Center or interacting with a representative of ESLC via phone or in person. If I do not abide by the Core Principles, services may be terminated without notice.

parent initial here _____

Special Programs

I understand that optional programs, activities and field trips and summer programs may be offered at an additional fee in lieu of regular tuition. In cases of agency reimbursement, fees for these programs are my responsibility.

parent initial here _____

Discipline Policy

I have read and understand “The Positive Guidance Plan”.

parent initial here _____



Developmentally Handicapped

ESLC will require an individualized educational plan (IEP) or Individual Service Plan (ISP), which is a written statement for a child with a disability that is developed and implemented according to federal and state regulations. Your child's IEP/IFSP will assist ESLC in determining if our programs meet your child's individual needs or if reasonable accommodation can be made based on your child's needs. ESLC will request that new students provide the required IEP or treatment plan prior to enrollment. **ESLC reserves the right to request that such plans including behavioral plans be provided based on assessment data and observations of the child's progress in the classroom environment.**

Authorized Child Release

I understand that my child will be released only to those persons whose names have been listed on your enrollment form. I understand that I must advise the Director or other person designated as in charge, in writing, if any person other than those listed is to pick up my child and I must notify the Director or other designated person in charge if someone on your child's authorized pick-up list will be picking up your child. **If an emergency arises the parent must provide a written, signed letter giving a person who is not on the enrollment form permission to pick up. Individuals picking up must be 18 years of age with a photo ID. Please explain the pickup policy ahead of time to those people authorized to pick up your child so they are not offended when identification is requested. The children's safety is our priority.**

parent initial here _____

Custody Agreements

If there is a custody agreement with your family, you must provide the center with court documentation indicating visitation and who has permission to pick up the child. Any disputes of visitation and pickup by the parent(s) will be defined by the listing of Parents and/or guardians on enrollment forms. Custodial parents have the right to remove pickup privileges from other parents for children based on legal documentation. ESLC will be held harmless in cases of parental disputes regarding custody of children and adherence to our release policy.

parent initial here _____

Solicitation

I do hereby release and hold harmless Early Steps Learning Center (ESLC) and its employees from any liability or accidents that may occur should I retain the services of any ESLC employees for the care of my child (ren) outside the center. I also agree not to solicit any ESLC employee for alternative childcare employment opportunities.

parent initial here _____

Photographs

Photographs and videos of children participating in Early Steps Learning Center's programs may be taken from time to time and may appear on our web site or in newspapers, magazines, brochures, or other publicity materials. Teachers, to enhance our learning environment also use them within the center. Your signature approves your child to be part of such material for the center without compensation.

parent initial here _____

Good Health and Illness

I understand that I will be notified should my child become ill during the day and that it will be imperative to plan to have my child picked up within 1 hour of the notification. After 1 hour, ESLC reserves the right to charge a



late pickup fee of \$25.00. If my child is exposed to or contracts a communicable/contagious disease, I agree to notify the Director immediately upon medical diagnosis. For any child who is absent due to illness for 3 days ESLC reserves the right to request a return to school from the physician.

parent initial here _____

Medication Administration

I understand that if I have given required authorization on ODJFS forms, ESLC will administer properly labeled prescription medications or over the counter medication to my child, the medication will be administered at noon only for the days the medication is prescribed. Over the counter medication will be administered according to manufacturer's instructions along with written authorization from my child's physician. ESLC reserves the right to deny administration of any medicine or if the child has not been given the first dosage.

parent initial here _____

If Your Child Is Bitten

Research shows that approximately 50% of all children who are enrolled in a childcare facility will be bitten, especially in the toddler programs. Early Steps will make every effort to prevent biting incidents. Unfortunately, your child may be bitten at some point. As with any incident, we do everything in our power to console and comfort your child. We will also inform the biter's parents and work with them and their child to modify their behavior.

parent initial here _____

If Your Bites Another Child

Although biting is not atypical behavior for young children, it is serious and will be tolerated. Early Steps will work with you and your child to develop a plan of action to correct the problem. However, if the biting is frequent, aggressive, breaks the skin, and does not lessen in a reasonable time frame, Early Steps will have to temporarily withdraw your child until the behaviors subside.

parent initial here _____

Potty Training

I understand that ESLC will assist me in my effort with potty training. ESLC will not assist with toilet training if my child is not developmentally ready to achieve this milestone. All children ages 2 1/2 or above will participate in the potty assistance program, if parent and teacher agree that the child is ready. Children who are participating in the potty-training program must wear pull-ups and clothing they can manipulate themselves. Children will not be allowed to transfer to the Preschool Academy if they are not in the latter stages of being trained or fully potty trained.

parent initial here _____

Clothing/Belongings

Children's clothing shall be clearly marked with child's name. We request that children bring (2) complete change of clothing. ESLC is not responsible for unmarked clothing, expensive clothing, or expensive jewelry. Since children play on climbing equipment, ESLC does not permit open-toed shoes, wheel shoes, sandals or dress shoes. Sneakers are best. Children who are diapered must have a minimum of 10 diapers per day and sufficient wipes. If supplies are not available, ESLC reserves the right to interrupt services until supplies are made available. If ESLC provides diapers (emergency basis) you may be charged a fee.

parent initial here _____



Cell Phone

I understand that ESLC does not permit children under the age of 8 years to have cell phones. Cell phones must be kept in the child's personal bookbag or cubby until he departs for the day. Other electronics as well are prohibited in the classroom for all ages. If you need to reach your child for any reason; feel free to call the office. It is requested that cell phone usage be at a minimum upon arrival and pickup allowing for the staff and your child to engage with you.

parent initial here _____

Department of Social Services and Licensing Agency

I understand that the Department of Social Service and/or licensing agency shall reserve the right to interview children and staff, and to inspect and audit child or facility records without prior consent. The center shall make provision for private interviews with any child (ren) or any staff member and the examination of all records relating to the operation of the facility.

parent initial here _____

Inclement Weather and Unplanned Days

ESLC will remain open every day except for weekends and designated holidays. If inclement weather occurs, please call the center to ensure that we are open or check local television networks. If provided text messages will be sent to cell phones. If there is extreme weather, please allow time to travel safely to arrive on time for the center closing. Late pickup fees may be charged. Due to limited staffing, ESLC unfortunately will not accommodate for unplanned school closings except for inclement weather.

parent initial here _____

Accurate Records

I understand it is my responsibility to keep my child's records current. Such records include a valid medical statement, updated home address, work and cell phone number, emergency contact information, special medical condition plan, etc. If your records are not kept current, services may be terminated.

parent initial here _____

Parent Handbook

I have a copy of Early Steps Learning Center Parent Handbook is available upon enrollment. I have read and understand the contents and agree to abide by it. Please initial which format you wish to receive the handbook.

I hereby request my copy to be sent via email address on file _____

I prefer a hard copy of the handbook at time of enrollment _____

parent initial here _____

Parent Signature

Date

Parent Signature

Date