

Joyland Child Development Center, Inc.

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AGREEMENT

Name of Child _____
Last First M.

Program Enrollment: _____ Full Day _____ Half Day _____ Afterschool

Joyland Child Development Center, Inc. (JCDC) seeks to provide quality care for your child. The following contractual agreements are needed to assure understanding between the family and JCDC.

AVAILABILITY

The program enrolls children ages two and one-half (30 months) to twelve years old.

JCDC hours are from 6:30am until 5:30pm, Monday through Friday. JCDC is not open on the following holidays and training days: Labor Day, Thanksgiving Day and day after, Christmas Day (other Christmas Holiday closing will be announced), New Year's Day, the 3rd Monday in January (Dr. Martin Luther King's Birthday Observance), and Independence Day Holiday (will be announced). You will receive written reminder before each closing.

Intl Date

WITHDRAWAL FROM ENROLLMENT

Two weeks written notice is required of parents' withdrawal of their child.

If fees are not paid by Friday of the week they are due, notice will be given that the child is removed from enrollment at JCDC unless special arrangements have been agreed upon.

JCDC may remove a child from enrollment if the parents refuse to provide adequate documentation from a physician stating that their child is healthy enough to attend JCDC. Physicians' diagnoses and medications are often needed. Protecting the health of all children is extremely important in child care.

If it seems that the child's needs or program's needs are not being met, a conference between parents, caregiver(s), and JCDC Director shall be held to determine whether or not the child shall remain or be dropped from the JCDC enrollment.

Intl Date

ENROLLMENT REQUIREMENTS

JCDC must receive all forms and minimum one week's fee prior to the child's first day of attendance. Required enrollment forms, most mandated by the State of Alabama include: Application for Enrollment Form, Alabama Child Health Record, Child's Behavior and Development Form, Child Care Food Application, Child Nutrition Record, Immunization Certificate and this signed Agreement.

Intl Date

FEE PAYMENT

JCDC is a non-profit organization. It depends on reliable, consistent payment of fees by those using its' services. Payment is required for the child care slot. **Holiday closing and the child's absences due to illness do not reduce the fees due.**

The fee of \$ _____ per week is assessed for _____
Name(s) of child(ren)

NOTE: School age children attending JCDC for a full day, due to public school closings, etc.

will be assessed an additional fee of \$ _____ per day.

Intl Date

LATE FEE

There will be a \$5.00 late fee each time 10 minutes after 5:30pm a child/family stays. This fee must be paid at the time of pick-up or before the child/family is signed in the next day.

Intl Date

RETURNED CHECK FEE

There is a \$15.00 service charge on all returned checks.

Intl Date

PARENTING/GUARDIAN SIGNATURE

Each September renewal of this signed contractual agreement must be returned to the Director in order to assure a slot for a child. The child's folder must be updated for addresses, phone numbers, release forms, and immunization records.

My/our signature on this agreement confirms that I/we have read the foregoing, that I/we have received a copy of the same, and that I/we intend to cooperate and abide by all the policies of the Joyland Child Development Center, Inc.

Intl Date

Parent or Guardian

Date

JCDC Representative

Date