**Learning Bridge After School Program Parental Agreement**

Welcome to our after school program! With your help we will provide a fun and safe environment for your child. Please read the following policies and sign.

Learning Bridge agrees to provide after-school care for the following child (ren)

After-school care will be provided from August to May, Monday to Friday from dismissal time until 6:00 p.m. The Learning Bridge will follow the Paulding County School schedule and will be closed when the school is closed.

1. Every child attending must have a  **completely** filled out, current enrollment and immunization form on file. It is the parent’s responsibility to keep us informed of any changes in contacts, numbers, health issues etc.

2. Learning Bridge will provide a daily afternoon snack. It is the parent/guardian’s responsibility to inform the staff of allergies.

3. If your attendance needs change, **written** notification is required.

4. Learning Bridge will complete and file accident reports and discipline incident reports. Parents will be required to sign those forms.

5. We will keep parents informed of any instances of communicable diseases.

6. All Paulding County School policies apply to the Learning Bridge, and will be enforced.

7. No medication will be dispensed by Learning Bridge staff. Please contact

Director for any emergency medications needed.

8. Learning Bridge will provide no transportation for your child. Any emergency transport will be provided by ambulance. In the event of a severe injury or life- threatening situation I understand the after-school personnel have my permission to obtain emergency medical care for my child.

9. If school closes due to inclement weather the Learning Bridge will close also.

10.Your child is not allowed to leave the building without being escorted by a parent, authorized adult or staff member. Only people listed on the registration

form will be allowed to pick up your child and picture identification will be

required. Your child must be signed out by **you or your authorized adult**

every day.

11.Parents are encouraged to participate in both daily activities and special events scheduled at their child’s program. Please check in with staff upon entering building.

Learning Bridge parental agreement cont.

12.Children may be suspended or withdrawn from program for the following reasons or at Director’s discretion:

- Chronic late pick up

- Discipline problems

- Non-payment of tuition

- Failure to follow all policies by either child and or authorized adult.

Tuition policies:

- Checks should be made out to “The Learning Bridge ASP”

- Tuition must be paid on the Friday prior to attendance or no later than Monday 6:00P.M. **If you fail to pay two weeks of tuition your child will not be able to attend until payment is made.**

- A late fee of $1.00 will be charged for every minute after 6:00 your child is on site. This will be charged according to the school clock. Late fees should be paid in cash to the staff

present and not added to the tuition check.

- Two returned checks will require all future payments to be made in cash, by money order or online.

- Statement summaries will be done only on an as needed basis or on overdue accounts.

- Delinquent checks need to be corrected within 24 hours of notification and a returned check fee of $25 will be charged.

- **Your weekly tuition amount will be the same regardless of absences or days missed unless approved by the Director.**

**The parent handbook is available on our website- learningbridgepaulding.com I acknowledge that I have read the handbook and agree to abide by all the policies and procedures of The Learning Bridge.**

**Parent/Guardian Signature**

**Date**

**Site Director signature**

Date