

Parent Policy Checklist



By initialing the following, you are giving permission and/or granting acknowledgement of the listed information.

_____ Tuition Agreement: Payment is due by the 10th of each month. A late fee of \$10 will be charged to your account if payment is received after the 10th. If the 10th falls on a non-school day then payment should be paid on the next school day.

_____ Drop off/Pick up time: I understand that I cannot drop my child off before 8:55 AM (unless they are enrolled in Early Birds) and that my child will be picked up by 3:05 PM (unless they are enrolled in After School Care). Children who are not picked up by 3:05 PM will be taken to the After School Care classroom and a \$10 late fee will be charged. If children are not picked up by 3:30 PM then the \$20 After School Care drop-in rate will be charged. Children who are enrolled in our After School Care program, must be picked up by 5:30 PM. If children are picked up after 5:30 PM, a \$10 late fee will be charged.

_____ NSF Fee: There will be a NSF fee of \$25 for returned checks.

_____ Email use: I give SHBC ELC permission to email me school updates, reminders, and newsletters. It is my responsibility to update my email address if it changes. All email addresses will be kept confidential.

_____ Picture use: I give SHBC ELC permission to take pictures of my child and to display them for school purposes. I understand that they may be posted on the ELC web page and ELC Facebook page, as well as in the classrooms and hallways.

_____ Handbook agreement: I have read the SHBC ELC Parent Handbook and understand the policies of SHBC ELC. I also understand the school's discipline policy.

_____ Shot records: I will provide SHBC ELC an updated shot record by the first day of school. This record must be signed or stamped by the physician or health care provider. I will provide updated records each time my child receives a new vaccine. If current shot records are not provided, my child will not be able to attend ELC.

_____ Hearing/Vision testing (all four year old children as of September 1st): I will provide SHBC ELC with a copy of the hearing/vision test from my child's physician. Texas Department of Health requires that all children enrolled in child-care facilities must be screened for possible vision and hearing problems if they are 4 years old by September 1st of the current school year.

_____ Water activities: I give consent for my child to participate in water activities at ELC, which may include sprinkler and water table play.

Child Name: _____

Parent signature

Date