



## Family Enrollment Agreement

So that each parent understands Center policies, we ask that you read the following information and sign indicating your agreement and understanding of the policies set forth.

1. Upon enrollment, a handbook will be furnished to each parent that will include general regulations and procedures of the Child Care program. I understand any policy changes will be given to me in writing.
2. I understand the Early Childhood Center voluntarily follows enhanced licensing requirements through our center policies and classroom practices, staff education requirements and reduced staff to child ratios in our classrooms.
3. I understand that I am responsible for keeping the information in my child's file up-to-date and in no way will hold the Early Childhood Center responsible for failure to notify me in case of emergency because of incorrect or out-of-date information.
4. I hereby agree that the Center and staff are released from liabilities arising from illnesses that may be contracted by my child while on the premises of the Early Childhood Center. I fully realize that my child will be subjected to communicable diseases.
5. I give permission to the Early Childhood Center to take my child on field trips and places of interest. Field trip information will be communicated at least 2 weeks prior to the event. Any event that takes place outside of the regular premises will be communicated to me.
6. I understand that children in the threes and pre-k classrooms participate in Chapel Time as described in the parent handbook.  
I understand alternative care will be provided during Chapel Time for my child if I choose for my child to not participate.
7. The Center is not responsible for the loss of personal property whether the loss occurs by theft, fire, or any other cause.
8. The Early Childhood Center admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the Center. It does not discriminate in the administration of its personnel or educational policies, admission policies, or other programs.
9. As parents, we agree to bring any and all questions and criticisms to the person most directly involved. If we have concerns regarding the care or program provided to our child, we agree to make these concerns known to the teacher. If a satisfactory conclusion is not reached, then we will contact the Child Care Director.
10. I understand my child may be withdrawn if my tuition is not paid in full by the 10th of the month and I have not made a financial arrangement with the director or the assistant director.
11. I have read and understand ECC Wellness Policy as explained in the Parent Handbook.
12. If my child has/ develops an allergy or medical condition I understand I am responsible for providing and maintaining all applicable medication and documentation from health care professionals as required. Failure to disclose any such information in a timely manner may result in dismissal from the program.
13. I understand a copy of the Summary of NC Child Care Law will be provided with the Enrollment Packet.

14. I understand I will be charged a late arrival fee of \$1.00 per minute when I arrive after my child's program closes. Additional Fees will be charged after the first 2 events. Full Day closes at 6:00PM, Half Day closes at 1:00PM. Additional information about late pickups is in the Parent Handbook.
15. I understand that correspondence about the program including upcoming dates, important reminders, and general information will generally be shared via email by the administrative team. I understand that the primary means of communication for teachers is through the app and face to face communication.

I have read the enrollment agreement. By signing, I am indicating my support and agreement to the policies as stated in this agreement and the Parent Handbook. I understand I will receive any policy changes in writing.