

# Policy & Procedure Agreement



In an effort to reduce the use of paper products the Child Time Inc. Parent Handbook is now available online at [childtimeinc.com](http://childtimeinc.com). Under the "Calendars and Forms" tab, the handbook is listed under "Forms". We implore you to read through the Parent Handbook and address any questions with the school director prior to your child's first day of attendance. We are committed to working with each family in a positive and productive manner therefore we adhere to the policies and procedures as outlined. Please make sure that you have a thorough understanding of all information, including:

- o Tuition and late fees, including the use of the prepayment
- o Online payment options
- o 30 day notice of withdrawal from the program
- o Illness Policy, we are unable to provide services to sick children
- o Required response time, a child must be picked up within 45 minutes of notification of illness
- o School Closures
- o Email notifications
- o Grievance Procedures

Our program evaluates the Parent Handbook annually and as necessary throughout the year. If changes are made to the document you will be notified via email.

By signing this page, you indicate that you have read the policies and agree to follow them. In addition you understand that communication is a key factor to your child's success at preschool, therefore you are committing to reading information provided throughout the year from the teachers, director and administrative team.

Child: \_\_\_\_\_

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Parent or legal guardian's signature

Date of signature

Child Time, Inc. representative:

By: \_\_\_\_\_

ITS: \_\_\_\_\_

Date: \_\_\_\_\_