



# PARENTS

The Information You Need!

## HANDBOOK

Effective 4/16/2024

Colonial Kids Corner

1104 Wellington Rd  
Colonial Heights, VA 23834  
(804)-536-2679  
Colonialkidscorner@gmail.com



*"It's just that good"*

# Welcome to the Family!

We are so happy you decided to choose Colonial Kids Corner for your child care needs. We have tried to include as many of the day-to-day procedures and possible scenarios with important information and instructions for you here in this handbook.

We sincerely hope that you become acquainted with the information and find it useful. If at any time you have a question or need clarification do not hesitate to ask and we will make every effort to respond quickly!

Main Contact:

Mrs. Joanna Cumberbatch

Email: [colonialkidscorner@gmail.com](mailto:colonialkidscorner@gmail.com)

Call or Text (Cell) 804-536-2679



## MISSION STATEMENT

The Mission of Colonial Kids Corner is to provide a caring and safe environment for children to play and develop necessary life skills for future success. We strive to give parents confidence that their child(ren) are receiving individualized care while promoting educational exploration, social, physical, cognitive and noncognitive development. We commit to provide children and their families opportunities to unify and strengthen their core unit and community relationships.

## VISION STATEMENT

Colonial Kids Corner aims to provide a high quality child care service to our community. It is our goal to maximize community collaboration such as Farm to Table, Park and Rec personnel, and other partnerships to expand on the daily curriculum activities. We strive to have daily outdoor experiences that mold an appreciation for nature and develop life skills to enjoy all it has to offer. We aim to host special family events that allow families an opportunity to “unplug” and strengthen their love and appreciation for one another. Finally, it is our deepest desire that families develop fond memories of their time spent with Colonial Kids Corner.

## Our Guiding Values

Faith and Family

We value the strength of our community, built through celebrating faith and strong family units.



School Policies & Procedures

### Honor and Integrity

Rooted in uncompromised integrity, being honest and taking responsibility for actions, always being mindful of the honor and privilege it is to provide child care.

### Courage and Respect

Despite challenges we are committed to face them and act in an honorable way. Rising above and acting with self respect and expecting respect from others.

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### Acknowledgement

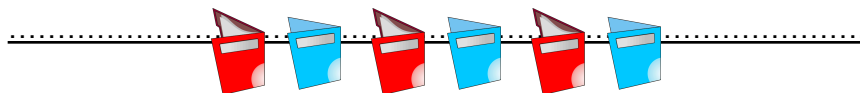
Colonial Kids Corner (CKC) parent handbook is used to outline our expectations, policies and procedures that all families must understand and comply with. You have received this handbook as a partner in your child's development at CKC. After reviewing this document, the consent form on the last page must be completed and returned along with other required documentation upon enrollment. This consent form states that you understand and will adhere to all expectations, policies and procedures of this learning environment. This handbook will be updated from time to time, and the most up-to-date copy will be made available to you. Thank you.

**The following paperwork is required ONE WEEK prior to your child's first day, you will receive a Red Folder with all required documents:**

- **Child's Record Form**
- **Child's Physical Examination** (must have been completed no more than 2 months prior to child's first day or within two weeks from enrollment)
  - signed and dated by child's physician
- **Child's Immunization Record** (must have been updated no more than 2 months prior to child's first day or within two weeks from enrollment)
  - signed and dated by child's physician
- **Information for Parents Form** completed and signed by parent/guardian
- **Enrollment Agreement** – completed and signed by parent/guardian
- **Copy of Child's Birth Certificate, or Proof of Birth Letter, or Passport** (we must view original)
- **Copy of Insurance Card**
- **Liability Insurance Declaration**
- **Policy for the Administration of Medication** – completed and signed by parent/guardian
- **Permission to Participate in Swimming and Wading Activities** – completed and signed by parent/guardian
- **Provisions of the Emergency Preparedness and Response Plan**



Each child enrolled at CKC will have a student file that will contain all state required paperwork and will be kept on-site in a secure location. Certain portions of this file will require periodic updates and will require communication and participation from you as the parent or legal guardian. When updates are requested please act promptly (within 7 days from the request) so we can limit administrative work and keep our focus on providing excellent experiences for the children. If administrative requests are unmet it could lead to administrative fees or even disenrollment from the program.



## CURRICULUM

We are so excited to offer our daycare children an interactive character, experience-based curriculum. The children will explore and investigate with Dilly, a young InvestiGator, and her friends to learn more about their world. Dilly's Tree House is an award-winning learning system designed and created by early childhood experts and teachers to strengthen children's development of cognitive, physical, language and essential life skills.

The two authors are:

1. Joellyn Cicciarelli –
  1. Mrs. Cicciarelli began her career as a teacher and eventually became an author, editor, and executive editor for a variety of award-winning books and curriculum materials. Before joining Robert-Leslie Publishing, Mrs. Cicciarelli had the pleasure of serving as editor for Fred Rogers of Mr. Rogers' Neighborhood (Grow and Learn with Mr. Rogers) and contributing writer for Don MacMannis, composer for Jay Jay the Jet Plane (A Pocket of Tunes).
2. Beth Alley Wise
  1. Ms. Wise is the author of more than 50 books and programs for young children. For the past 25 years, she has been instrumental in the creation and production of nearly 150 highly acclaimed educational products and was part of Disney's creative development team. She has served as a teacher, primary specialist, headmaster, and school administrator.

The Senior Program Advisors are:

1. Drs. Sharon Landesman Ramey and Craig T. Ramey
  1. Drs. Sharon Landesman Ramey and Craig T. Ramey are the founding directors of the Georgetown University Center on Health and Education. Collectively, they have authored more than 400 scientific and educational articles and books, including Right from Birth and Going to School, which were the basis for two award-winning public television series. They each serve as frequent consultants, advisors, reviewers, and keynote speakers on the topics of early child development, families, parenting, school readiness, children's disabilities, school



adjustment, effective prevention and treatment programs, and public policy related to children and families.

2. Dr. Timothy Shanahan

1. Dr. Shanahan is Distinguished Professor Emeritus at the University of Illinois at Chicago. He is a past president of the International Literacy Association and former director of reading for the Chicago Public Schools. Dr. Shanahan was a member of the National Reading Panel and an author of the National Early Literacy Panel Report (NELP). He is author/editor of more than 200 publications on literacy education. He was the Chair of the National Literacy Panel for Minority Children and Youth. He was also the co-principal investigator of the "National Title I Study of Implementation and Outcomes: Early Childhood Language Development," a study of reading achievement from preschool through grade 3.

The developmentally appropriate activities are based on the science of reading and evidence-based best practices for building foundational skills. Throughout the year your child(ren) will explore and discover, sing and dance, and play all while learning the foundations of reading, writing, math, teamwork, sharing and so much more. The InvestiGator Club Family Child Care Program recently received the 2023 Creative Child Preferred Choice Gold Award in the Family Child Care Learning System Category and is listed as a Virginia Department of Education Approved Curriculum.

### PARTICIPANT QUALIFYING SKILLS

CKC accepts children ages 6 weeks to 12 years old that can function within age-appropriate staff to child ratios. Additionally, CKC accepts children into the before/after school enrichment program that are able to ride the bus or be dropped off after school hours. (CKC does not provide any transportation services at this time.)

### HOURS

Monday through Friday : 6:30am-6pm

### ENROLLMENT & FEES

Required enrollment paperwork **and** Registration Fee is required to be added to the waitlist to hold a space for your child(ren). If there is an open position and a waitlist is not required, all enrollment paperwork and Fee is required 1 week prior to your child(ren's) first day. Prorated monthly tuition is due prior to your child(ren)'s first day. If a waitlist is not required but your needed start date is beyond 30 days from Registration, 50% of your tuition must be paid each month until the child's first day to hold the open position for you.

Registration Fee = \$75 non refundable flat fee



## TUITION

	<u>Full Time</u> <u>5 days (Monthly Rates)</u>	<u>Part Time</u> <u>3 or less days per week (Monthly Rates)</u>
Private Pay		
Ages 6 weeks to 23 mo :	\$1274	\$710
Ages 2 to 4 years:	\$1231	\$685
School Age (K-5):	\$840	\$432

Sibling discounts \$25 off monthly tuition for each additional child in the same family.

Subsidy Pay: Monthly Co-pay determined by the state is due by 6pm on the 1st of each month.

### Half-Day Rates (5 hours or less)

	<u>Full Time</u>	<u>Part Time</u>
Ages 6 weeks to 23 mo	\$864	\$480
Ages 2 to 4 years	\$821	\$456

### **DROP IN RATE - \*\*Can only be used if we have space - must call prior to drop off!**

*\$75/3 HRS MAX /CHILD - \$5 more for each additional child.*

You must schedule and complete a tour in order to be added to our drop-in list and complete all enrollment paperwork before you are allowed to drop your child(ren) off.

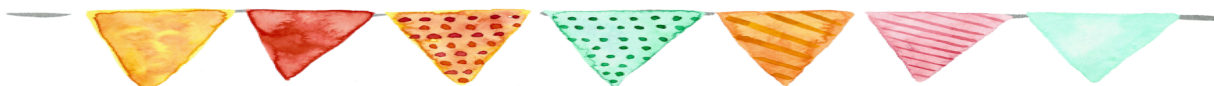
### **Needed the day of care a book bag with everything labeled:**

- Change of clothes
- Bag of wipes
- At least five (5) diapers (if not potty trained)
- Formula or Breastmilk if under one years old
- Two empty bottles if still taking bottle or a cup

## PAYMENT

**Monthly tuition is due on the 1st or the 15th of every month per agreement (including subsidy payers).** A \$35 daily late fee will be charged if payment is not received by 6:00pm on the due date and every day until payment is received including weekends. If payment and late fees are not received by Monday at 6:00am, your child will be disenrolled from the daycare and can not attend until full payment and late fees are received. You also forfeit your deposit and your child's slot will be open to the next person on our Waiting list. Your deposit can not be used for missed payment. If the slot remains open and you would like to re enroll your child; the missed payment, daily late fees, and the following week's tuition will be required. Accounts with an outstanding balance will be turned over to a collection's agency after 30 days.

Acceptable payment methods are paid via Brightwheel App, via ACH, Credit Cards are



School Policies & Procedures



accepted although fees are passed to payee, or Cash.

### LATE PICK-UP FEES

If you arrive more than five minutes after your scheduled pickup time, you will be charged a late fee of \$15. At five minutes after you will be charged an additional \$10 for every 10 minutes thereafter. Late fees must be paid when you pick up your child, at the latest when you drop child(ren) off the next day of care. We will use the timestamp on the BrightWheel app or parent Sign-in/out sheet to confirm the late fee amount, (whichever is less). If we have not received a phone call regarding the late pick up, a staff member will make every attempt to contact a parent/guardian/emergency contact. If unable to contact a parent/guardian/emergency contact within 1 hour of dismissal time, the child will be turned over to the Colonial Heights Police Department. This same procedure will be followed if the child is not picked up for emergency situations including but not limited to inclement weather or natural disasters. **Please make every effort to be on time. Repeat offenders may be removed from the daycare at the Owner's discretion.**

### CANCELLATION POLICY

Written notice is required at least two weeks prior to withdrawing your child, any unpaid tuition and/or fees must be fully paid by the last day of enrollment. Upon notice of disenrollment tuition can be prorated to your last day. Failure to provide adequate notice will result in a \$100 cancellation fee at the discretion of the owner. Emails or text messages will not be accepted as written notice. Notice must be handwritten, signed and given directly to a caregiver.

### TRANSPORTATION POLICY

All transportation to and from the Colonial Kids Corner will be provided or assigned to by the child's parent/guardian. We do not provide transportation of any kind.

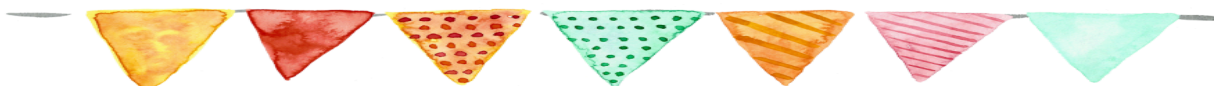
### ARRIVALS AND DEPARTURES

An adult must accompany each child into CKC upon arrival, the front door will be locked for security reasons. Simply ring the doorbell and wait to be greeted! Each child must be signed in and out daily. Please be prepared to show identification. An individual cubby will be provided for each child to use for personal items. Once settled, simply exit through the front door. Please follow the same procedure for departures. A child will not be released to anyone but a parent, legal guardian, or adult on the child's authorized pick-up list (requires advanced notice from parent/guardian). Parents/guardians may visit the daycare at any time; extended visits must be pre-approved from the Director and/or Owner. The Parent/Guardian/Authorized Alternate **MUST SIGN THE CHILD OUT each day**. No child will be permitted to leave daycare with persons other than those listed on the dismissal authorization form, Identification must be presented at time of pick up.

### HEALTH

At CKC, we strive to maintain a healthy environment. This policy is in place to ensure sick children are sent and/or kept home to prevent the spread of illness to other children and staff. Owner should be notified of an absence lasting three days or longer. All allergies or medical conditions, which may limit activities, should be brought to the attention of the staff.

**You are required to pick up your child immediately or keep them home if they exhibit any of the symptoms below:**



1. A temperature over 99.9°F
2. Vomiting
3. More than 1 episode of diarrhea
4. Unidentified rash / discharge / eye redness
5. Uncontrollable coughing / wheezing
6. Too ill to function within age-appropriate ratios
7. Any communicable disease

**To return to childcare:**

1. Fever – Your child must be fever-free, without medication, for 24 hours
2. Vomiting/Diarrhea - Symptom-free, without medication, for 24 hours
3. Unidentified Rash/Discharge/Eye Redness – Must have doctor's note stating that your child may return to childcare OR child has had no visible sign of rash/discharge/eye redness for 24 hours
4. Uncontrollable Coughing/Wheezing - Must have doctor's note stating that your child may return to childcare OR child has not experienced uncontrollable coughing/wheezing for 24 hours
5. Illness/Communicable Disease - Must have doctor's note stating that your child may return to childcare OR child has been symptom-free for 24 hours

**POLICY FOR ADMINISTERING MEDICATION**

**(CURRENTLY NOT ADMIN. PRESCRIPTION OR NON-RX MEDICATION 3/2024 )**

If your child requires prescription and/or nonprescription medication, a Medication Authorization form must be completed by a parent/guardian and/or physician. A qualified CKC staff member will administer all age-appropriate medication in accordance with the labeled instructions and in accordance with Medication Administration Training (MAT).

Medications that will need to be administered for **less** than 10 days require a parent/guardian to complete the Medication Authorization form.

Medications that will need to be administered or stored at the daycare for **more** than 10 days require a parent/guardian AND a physician to complete the Medication Authorization form.

Emergency Medications such as Epi-Pens and Inhalers also require a completed Action Plan, completed, and signed by a parent/guardian.

CKC shall notify the parent/guardian when the Medication Authorization Form is near its expiration date. Medications will be returned to the parent/guardian on the date of expiration.

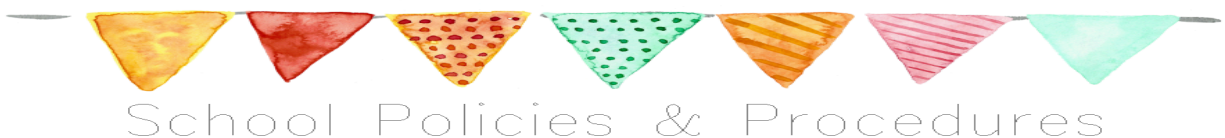
**MEDICATION**

All medication and accompanying utensils must be:

- ❑ In the original container with the prescription label or direction label attached.
- ❑ Labeled with the child's name, the name of the medication, the dosage amount, and the time/times to be given.

**POLICY FOR OVER-THE-COUNTER SKIN PRODUCTS**

Staff members will apply Sunscreen, Diaper Ointment/Cream, Insect Repellent, or other over-the-counter skin products to a child with the authorization of a parent/guardian, which can





be found in the Registration Forms packet.

### CHPS STAFF PARTNERSHIP POLICY

Colonial Kids Corner policy for Public Teachers and Professionals that are out for the Summer due to the school year, are still responsible financially if their child is returning at the end of the Summer. This ensures that your child will have a slot when the school year begins again in the Fall. **Your financial responsibility will be 50% of your child's monthly tuition.** For Spring and Winter vacations you are responsible for paying your actual tuition and no discounts are provided. Be mindful that during Summer vacation, if you require care you must pay your full tuition rate.

### FOOD POLICY

CKC will provide breakfast, lunch, and snacks, additionally a dinner will be offered during the after school program. We strive to provide a healthy and balanced menu. A menu is posted monthly. **Please advise us of any food allergies or any food your child may not have for religious reasons.** All food brought in for parties or celebrations must be in an original store-bought food container with an ingredient list.

We have set meal times to ensure cleanliness and to protect children with allergies. Please do not allow your child to come to daycare with food or drinks in their hands. Breakfast starts at 8:30 am and ends promptly at 9:15 am. If your child will be eating breakfast with us, we encourage you to drop them off no later than 8:15 am. At 9:15 am, regardless of your child's arrival time, we put away all food and sanitize the tables and chairs, per licensing requirements, before starting the day's activities. If you are unable to drop your child off with sufficient time to finish their breakfast by 9:15am, please provide them with breakfast at home or in the car as they will not be permitted to eat in the main area of the daycare. Lunch is served at 11:30 am and afternoon snack is served at approximately 3 pm. For our afterschool program, students will receive a snack upon arrival and will be offered Dinner at 5pm.

CKC will offer Similac infant iron-fortified formula for infants birth through 11 months of age. A parent or guardian may choose to accept the offered formula or decline and supply expressed breastmilk or another infant formula instead. We ask that parents bring their child with enough premade bottles/cups for the day in a labeled bag or container that can be placed in the refrigerator and will be returned at the end of each day. CKC will provide solid food options for children beginning at 6 months of age that are the appropriate texture and consistency for the age and development of the child being fed. (Mothers who would like to breastfeed directly may do so. )

### CLOSINGS AND VACATIONS

A calendar showing all closings is included in this handbook. Tuition will not be prorated for federal holidays, inclement weather or when your child is sick. ***Colonial Kids Corner is permitted annually three paid weekly vacations. Two weeks are consecutive.*** These dates are given at the beginning of the year for your planning. If your family plans to take an extended vacation and will not need care for 5 or more days, tuition will be discounted if and only if CKC receives written notice at least 30 days in advance from the first missed day of care. Notice should include when care will end and when care will resume with dates and be handed directly



to a provider, a copy of the letter will be uploaded to your account via Brightwheel app and/or added to your student file, Email or text message notices will not be accepted.

### INCLEMENT WEATHER

In the event of inclement weather, you will receive a message via Brightwheel from Colonial Kids Corner regarding the operating hours of the daycare.

#### *SNOW Days/Delays:*

*\*If Colonial Heights Public School has a delay – we will follow accordingly.*

*For example: 2 hr delay for CHPS- CKC will open between 8-10 am- this will allow us to clear the driveway, and make sure the walkway is safe for our little ones and family. Emergency response and military families not able to accommodate the delay may communicate at the time of notice and adjustments may be made.*

*\*If Colonial Heights Public School is closed – CKC will open. However, if the closing presents limitations due to state licensing capacity regulations we will prioritize emergency response and military families to adjust accordingly via Brightwheel communication.*

### EMERGENCY SITUATIONS

In an Emergency Situation, the CKC staff will make every effort to contact parents/guardians directly. If unable to do so, the designated Emergency Contacts will be contacted. The daycare has an Emergency Preparedness Plan that includes procedures for staff to follow in the case of an emergency. The Emergency Preparedness Plan is available to the public upon request.

### DISCIPLINARY STEPS

The CKC staff believes discipline should be a teaching opportunity. For the safety of the children in our care and our staff members, we use the following positive discipline techniques:

- ❑ For non-physical misbehavior (examples include yelling at teachers, grabbing toys from other children, repeatedly not following instructions), we redirect the child and offer an alternative. Depending on the age of the child and the severity of the behavior, a break from the activity may be used for the child to regain self-control.
- ❑ For physical misbehavior (examples include hitting, kicking, biting), we implement an immediate break from the activity. Parents/guardians will be notified regarding the incident. (Serious misbehavior could mean immediate dismissal from daycare).

NOTE: The Disciplinary Steps may be modified based on the severity of a child's behavior. Ongoing misbehaviors can be cause for removal from our Program. Please see Program Dismissal Policy.

### BEHAVIORAL GUIDANCE

To promote the child's physical, intellectual, emotional, and social well-being and growth, staff shall interact with the child to provide needed help, comfort, support and:

1. Respect personal privacy.
2. Respect differences in cultural, ethnic, and family backgrounds.
3. Encourage decision-making abilities.
4. Promote ways of getting along.
5. Encourage independence and self-direction; and
6. Use consistency in applying expectations.



Behavioral guidance shall be constructive in nature, age, and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflicts.

#### FORBIDDEN STAFF ACTIONS

Our staff members are forbidden to do the following:

1. Use physical punishment, such as: striking a child, roughly handling, or shaking a child, restricting movement through binding, or tying, forcing a child to assume an uncomfortable position, or using exercise as a punishment.
2. Enclose a child in a small, confined space or any space that the child cannot freely exit himself; however, this does not apply to the use of equipment such as cribs, play yards, highchairs, and safety gates when used with children preschool age or younger for their intended purpose.
3. Allow punishment by another child.
4. Separate a child from the group so that the child is away from the hearing and vision of a staff member.
5. Withhold or force food or rest.
6. Use verbal remarks which are demeaning to the child.
7. Punish a child for toileting accidents.
8. Punish a child by applying unpleasant or harmful substances.

#### PROGRAM DISMISSAL POLICY

CKC staff are responsible to ensure the safety of every child. Serious misbehavior puts other children and our staff at risk. I.e. Hitting and Biting. In the event of serious misbehavior, the following procedure will be followed:

1. **First Offense** - document the incident and notify parent/guardian.
2. **Second Offense** – document incidents and speak with the parent/guardian to implement an action plan to prevent behavior.
3. **Third Offense** – document incidents and determine if disenrollment is needed, speak with parent/guardian.

This policy can be modified at the discretion of the Owner based on the severity of a child's behavior. The Owner reserves the right to remove a child from the daycare at any time.

Dismissal may also result from non-payment, repeated late payments, non-compliance with Virginia State Licensing paperwork requirements, and/or repeated late pick-up. Refunds will not be given if the child is dismissed from the daycare.

#### SUSPECTED CHILD ABUSE POLICY

CKC staff are familiar with the procedures of identifying and reporting child abuse and neglect. We are required by law to report any suspicion of child abuse or neglect to the Social Services Office as mandated in the Code of Virginia.

#### MISCELLANEOUS INFORMATION

- ❑ Please label all belongings brought to the daycare with your child's name. We are not responsible for missing items.



- ❑ Bring at least 2 spare sets of clothing to keep at the daycare, we recommended 1 pair of shoes or boots suitable for outdoor play as well. We will be going outside daily.
- ❑ Please bring 1 reusable drinking cup/thermos per child to be used and returned
- ❑ Please provide toddlers with a nap mat with non-removable pillow to be returned each Friday for washing. (Example: <https://a.co/d/3dPbjqM>, also available at Walmart and Target)
- ❑ Ensure your child is dressed in comfortable, easy-to-care-for clothing that is appropriate for the weather.
- ❑ Children are to wear closed toe shoes every day.
- ❑ No shoe zone. Children may bring in “house” slippers to keep in their cubbies to switch into when at daycare.
- ❑ Monthly please help us by donating a pack of wipes, box of tissues, a roll of paper towel and/or hand soap.
- ❑ Consider visiting our Amazon wish list and donating items to enhance the children’s experiences.



## **HANDBOOK CONSENT FORM**

**\*I have read the Parent Handbook and I agree with the policies and procedures of the Colonial Kids Corner.**

**\* I understand Colonial Kids Corner assumes no liability for injuries or damages arising from the result of participation. All activities present inherent risks and hazards, which the participant assumes. I hereby approve of my child's participation in all Colonial Kids Corner activities.**

**\*I will notify the Colonial Kids Corner daycare within 24 hours or the next business day if my child or a member of the immediate household develops any reportable communicable disease, as defined by the State Board of Health.**

**\*I understand that if my child becomes ill, I will be contacted by the daycare. I will arrange to have my child picked up as soon as possible if so, requested by the daycare.**

**\*I will notify the Colonial Kids Corner daycare immediately if my child or a member of the immediate household develops a life-threatening disease.**

**\*I will provide notice of my need to disenroll at least 2 weeks in advance.**

**\*I authorize the Colonial Kids Corner daycare staff to seek medical care for my child should an emergency occur unless the parent/guardian states in writing an objection to the provision of such care on religious or other grounds.**

Parent's/Guardian's Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

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

Parent's/Guardian's Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

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



## ENROLLMENT AGREEMENT

My child/ren,

\_\_\_\_\_, will

(child/ren's full name)

attend Colonial Kids Corner, LLC at the rate of \$\_\_\_\_\_/monthly,

(tuition)

effective \_\_\_\_\_.

(effective date)

Check which apply and how many children in each category.

( ) \_\_\_\_ Full time \_\_\_\_ Part Time \_\_\_\_ Half Day \_\_\_\_ M-F Day  
(6wks-23mo)

( ) \_\_\_\_ Full time \_\_\_\_ Part Time \_\_\_\_ Half Day \_\_\_\_ M-F Day  
(2yrs-4yrs)

( ) \_\_\_\_ Full time \_\_\_\_ Part Time \_\_\_\_ Half Day \_\_\_\_ M-F Day  
(5yrs+)

- I understand that monthly fees must be paid on the \_\_\_\_ day of every month. Payments can be made via ACH through the BrightWheel app or cash. .
- I understand that a \$35 late fee will be charged to my account automatically daily (including weekends) if payment is not received by 6:00 pm on the day above each month. .
- I understand there is a two-week cancellation notice.
- The full Payment Policy and Cancellation Policy can be found in the Parent Handbook.

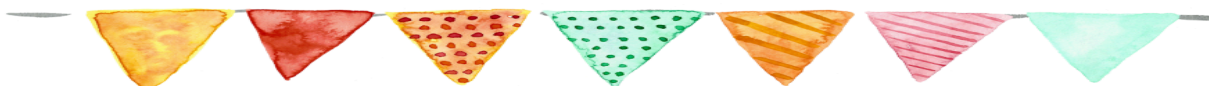
By signing this Enrollment Agreement, I hereby certify that I have read, understand, and will adhere to the Payment Policy and Cancellation Policy outlined in the Parent Handbook. I further agree to pay all tuition fees and any penalty fees associated with my child's account. I understand that my account will be sent to a collection's agency after 30 days of nonpayment.

Parent/Guardian

Name(Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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



School Policies & Procedures