

**LYNDON PLAY & LEARN CENTER
PARENT / PROVIDER ENROLLMENT AGREEMENT**

I have received a copy of the Lyndon Play and Learn Center handbook. I have read, understand and agree to abide by the policies contained therein. I further understand that if the policies outlined in this handbook are not adhered to, it will be sufficient cause for the removal of my child/children from the daycare program.

Please initial next to each item, indicating you understand and agree to these policies for your enrolled child and or children and return.

_____ I understand that I must provide a completed medical form to the daycare.

_____ I understand the pick-up policy for other than parental pick-up.

_____ I understand the illness policy.

_____ I understand the medication policy.

_____ I understand the attendance policy requires a 24-hour advance notification of any schedule changes and the late pickup fee of \$1.00 for every minute past 5:30pm. Any call-offs after closing on Friday (weekend call-offs) for the upcoming Monday will be considered "late call-offs".

_____ I understand that I am required to complete a change form 24-hours in advance of any changes in my child's schedule. I may also call the Lyndon Play and Learn Center and speak with a daycare teacher or leave a message. Do NOT text a daycare teacher with a call-off or change in a schedule. Day care bills will no longer be adjusted using this form of communication.

_____ I agree to give a minimum of two weeks written notice (ten full daycare days) of my intent to withdraw my child/children from the daycare program and will pay the last two weeks charges in full when I give notice. If two weeks notice is not given, I agree to make full payment for those final two weeks.

_____ I understand that daycare services are billed on a two-week basis (10 daycare days) and payment is due in full every other Monday at the Lyndon Progress Center business office. I further understand that my daycare services will be suspended for failure to make payment in full.

_____ I understand that late fees are assessed at 1 ½ % after 30 days of invoice date.

LPLC Representative

Date

Parent

Date