

Parental Responsibilities

1. Information on your child has to be filed by the first week of classes.
 - A. Provide necessary information on registration forms, and up-date it when necessary, i.e., new phone number.
 - B. Insure that the child's immunization and physical are kept up to date.
2. Tuition.
 - A. Pay tuition every Monday at drop off time, no exceptions.
 - B. Tuition can be paid weekly, biweekly, or monthly, you choose the method that fits you best.
 - C. Tuition can be paid in cash, check or money order. Place tuition check or money order in the tuition box in the office. When paying cash look for the administration personnel and hand them the money.
3. Late fees.
 - A. There are no late fees because if payment is not provided on Monday at drop of time, service will not be provided to the child.
4. Bad Checks.
 - A. There will be a "Non Sufficient Funds" fee of \$25.00 for every bad check that is written to the institution, which will be payable to P.O.P Child Development Center.
 - B. After 3 bad checks you will be asked to pay on a cash only basis indefinitely.
5. Comply with program rules as detailed in the Parent Information Booklet.
 - A. Drop off and pick up your children/children within times of operation.
 - B. Always leave your child with a teacher.
 - C. Keep your child at home when displaying signs of illness.
 - D. Arrange to get your child promptly if he/she becomes ill during school.
(No more than one hour after call is placed to the parent according the DCF, and when given a Sent Home Report keep your child home for 24 hours.)
 - E. Notify the school if the child has a communicable disease.
6. Any questions or problems contact first the Director or Assistant Director. We will gladly help you as much as we can.

Parent Signature/ Date.

Director Signature/ Date.

Parent Signature/ Date.