

Forest Hill Presbyterian

Child Care Center

4401 Forest Hill Ave

Richmond, VA 23226

Parent & Center Agreement

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The following conditions involved in the care of _____
are understood and agreed upon by Forest Hill Presbyterian Church Child Care Center and _____.

The Center agrees:

1. In return for the sum which the parent agrees to pay, the school will give regular care to the above named child(ren) for an agreed upon schedule except the following holidays:

2024	
1/1 New Year's Day	7/4 Independence Day
1/15 Martin Luther King, Jr.	8/29-8/30 Annual School Clean up and Professional Devel
2/19 President's Day – Professional Devel Training	9/2 Labor Day
3/29 Good Friday	11/5 Election Day
4/1 Easter Monday	11/28 & 11/29 Thanksgiving
5/27 Memorial Day	12/24-12/25 Christmas

If a parent is delayed at pickup, parents are responsible for an additional fee of \$1.00 per minute. If a child has not been picked up from the center by 5:30 p.m., and all measures have been taken to contact both parents/ guardians and emergency persons, the Center will contact the Department of Social Services as required by our State License.

2. To examine the child daily for symptoms of contagious illness before they are admitted for the day. If a child has a fever of 100 degrees and/or exhibits signs of vomiting or diarrhea, they will not be admitted to the Center unless they have been free of symptoms for twenty-four hours.
3. To exercise reasonable judgement in all matters related to safety and welfare of the child.
4. In case of an accident or illness to the child, the teacher and/or director will promptly take such measures as are, in our judgment, in the best interest of the child, and will notify the parents as soon as possible.
5. To provide care, protection, and guidance for your child as well as the following services: morning/afternoon snacks, lunch, liability and accidental insurance and field trips.
6. To give notice in the event of any exposure to a contagious disease within the Center.
7. Not to release the child to anyone other than the parent or guardian unless there is written permission from the parent or guardian naming the authorized person.

8. To provide toys and equipment in sufficient quantity to allow for a variant of play and learning activities during the day. Children may share favorite books, but the Center cannot be responsible for toys, etc. that are brought from home.

The Parent agree:

1. To pay the Center in advance every two weeks the sum of \$_____ for regular care given to my child(ren).
2. Not to violate the hours of care agreed upon. If I know of an extenuating circumstance that will delay pickup for my child, I will notify the Center. I understand a late charge will be applied for additional care.
3. If my child needs a patented or prescribed medication during the day, I will fill out a written permission release for the medicine.
4. In the event of contagious illness, I will notify the Center and remove my child and not allow them to return until all danger of the contagion is removed. I will inform the center within 24 hours or the next business day after my child or any member of my immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.
5. In case of illness or accident when I cannot be contacted by the Center, and at the judgment of the teacher/director, the illness or accident requires immediate attention, the physician listed on my child's health form may be contacted at my expense.
6. In all emergencies, the Center has my permission to take such responsible measures, as are in the judgment of the teacher/director, necessary to the welfare and safety of my child.
7. I will participate in at least two conferences with my child's teacher during the year.
8. The Center reserves the privilege of dismissing any child if they are unable to participate in group experiences, endangers the safety of other children, or exhibits emotional and/or behavioral problems that cannot be handled by the staff.
9. I am liable for the acts of my child while under the care of the Center.
10. Tuition is due regardless of if I go on vacation or if the Center is closed for holidays or scheduled planning days.

Both FHPC Child Care Center and the Parent agree:

1. This agreement is a contract binding for both Center and parent.
2. The contract may be terminated by either parent of Center upon notification of intention at least two weeks in advance or at any time by mutual agreement of both parties.

Parent/Guardian Signature

Date

Authorized Signature of the Center

Date