

Northwest Florida State College
The Mary Lou O'Connor
CHILD DEVELOPMENT AND EDUCATION CENTER
Annual Family – Center Agreement- Family Copy

Child: _____

1. PROGRAM INFORMATION

The Child Development & Education Center (CDEC) will provide a current Family Handbook once a year and family newsletters at least once a month to keep families informed about holidays, policy and procedure changes in the program, and special events. The parent/guardian will be responsible for reading and being aware of written information provided by the CDEC.

2. ENROLLMENT FEE

A non-refundable enrollment fee of \$155.00 will be paid at the time of enrollment and on the first day of the fall semester thereafter. This fee will serve as a reservation for a child's slot in the CDEC program. (State regulations require that no fees be charged to children for Voluntary Pre-Kindergarten. Only children in full day child care and the combination full day child care/VPK program will be charged this annual fee.)

3. CHILD CARE FEES

Fees for the upcoming week are due on the previous Thursday by 10:00 a.m. for children who attend only on Tuesday and Thursday; and on the previous Friday by 10:00 a.m. for all other children enrolled in the CDEC. If payment has not been made by the closing of the CDEC on Friday afternoon, the director may attempt to fill the slot by Monday. Parents may opt to pay for two weeks in advance or the entire month in advance. (This does not apply to children enrolled in ONLY the VPK program.)

4. VACATION AND SICK DAYS

The CDEC will not charge fees for the days it is closed. Personal vacation and sick days will not be refunded. The child's place is reserved for him/her and the CDEC has the same operational expenses when the child is not present.

5. ABSENCES

If my child will be absent for more than one day, I will call the CDEC office. (Excessive absences for children who are publicly funded by subsidized child care or Florida voluntary Pre-kindergarten and that will result in loss of funds for the CDEC, may result in withdrawal of the child from the CDEC.)

6. FOOD PROGRAM

It is the responsibility of the parent to provide a lunch for the child that includes (a) a meat or meat substitute, (b) a fruit or vegetable, and (c) a food item from the bread group to meet commonly recognized standards established by the USDA child care food program. Understanding that all children attend to the lunches of others and serve as peer models for one another, the parent/guardian will avoid sending foods with little or no nutritional value such as: potato chips, cupcakes, gooey sweets, and candy. It is the responsibility of the CDEC to provide milk for lunch. Further, the CDEC has the responsibility to provide parents with a monthly menu of morning and afternoon snacks and information about their child's changing eating patterns in the CDEC.

7. LATE PICK-UP OF CHILDREN

It is the responsibility of the CDEC to provide a childcare and education program during operating hours only. It is the responsibility of the parent to pick up their child by 5:30 p.m. Parents are responsible for planning for the unexpected, such as weather or traffic problems. Parents who pick up their children after 5:30 p.m. will be assessed a late pick up fee as described in the Family Handbook. **Because no staff member is being paid past 5:30 p.m., a parent who is chronically late will be asked to seek another program that will better meet their family's needs for child care past 5:30 p.m.**

8. WITHDRAWAL FROM THE CDEC

A two-week notice is required when withdrawing a child from the CDEC in order to provide adequate time to fill the opening. The parent is responsible for payment if the child is withdrawn before the two-week period.

(Signature of Parent/Legal Guardian)

Today's Date

(Director, Early Childhood Education)

Today's Date