

Shepherd of the Coast Early Childhood
1901 East Commercial Boulevard - Fort Lauderdale, FL 33308

PARENT COMMITMENT FORM

I understand that:

- I must walk into the building with my child(ren) each day and make certain the teacher knows that he/she is there. Siblings under the age of 18 are not allowed to bring or pick up children.
- I, or a responsible designated adult will walk into the building to pick up my child(ren). I will be sure to sign my child(ren) in when arriving and sign my child(ren) out when leaving the building. This is for the safety of my child(ren).
- If an unauthorized person is to pick up my child(ren), I will notify the office. Upon picking up my child(ren) this person will show the staff a photo I.D. and know the Family I.D. Number.
- Children are to be kept home with the following symptoms of sickness in the previous 24-hour period: fever, diarrhea and/or vomiting.
- Children unable to participate in the full program including outside play due to sickness should be kept home.
- Parents who are called to pick up a sick child must do so promptly.
- All children always need a complete change of clothing and a blanket at the Center. Each personal item should be clearly marked with the child's name.
- Irreplaceable items should not be brought to school. Teachers are responsible for children; they are not responsible for toys, jewelry, pictures, or any other items that should not be brought to school.
- Parents need to inform the Center of all changes in addresses, phone numbers, change of employment for emergency information or any other changes in their family situation.
- Parents are responsible to keep health records updated.
- Parents are expected to pick up children before closing time at 6:00 p.m. A charge of \$15.00 will be assessed from one minute after 6:00 pm until 6:15 pm and an additional \$20.00 for every quarter hour after that.
- No Medication can be administered to a child without written consent and instructions from doctor.
- The director is to be notified TWO WEEKS IN ADVANCE before a child is to be withdrawn. Parents are required to pay for those two weeks regardless of when the child leaves the Center.
- Children enrolled in our program are required to bring a 2-inch mat and a small blanket for rest time. The mat must have an impermeable surface, which is waterproof and easily cleaned and sanitized.
- Monthly rates have vacation time built into the tuition. Weekly fees run higher than monthly, and you may take a vacation week for no charge when your child has been with us for one year.
- I am fully aware that the Annual Registration Fee is non-refundable and non-transferable.
- Late fees apply to any balances including but not limited to weekly tuition, monthly tuition, and late pickup charges.

DISCIPLINE POLICY

At Shepherd of the Coast Early Childhood Center our policy is based on love and child guidance, rather than punishment. Children first receive an explanation of the rule (geared to their age level). Further reminders will be given as needed. In the event the behavior continues, a time-out period may be given. Continued misbehavior may result in intervention by the Director. Irresolvable situations will require parent involvement. Physical punishment is never permitted.

I have read and understand all the above.

Parent/Guardian Name _____ Child's Name _____

Parent/Guardian Signature _____ Date _____