

**POLLY PANDA PRESCHOOL & CHILD DEVELOPMENT CENTER
BRIDGFORD KINDERGARTEN
PARENT – SCHOOL AGREEMENT**

Like any small business or school, Polly Panda Preschool & Child Development Center, Inc. and Bridgford Kindergarten (collectively, "Polly Panda") have certain policies that are important for you to understand so that we may provide quality care to your child and the other enrolled children. Enrolling your child at Polly Panda means that you understand and agree to the conditions, provisions, rules, policies and procedures set forth in this Agreement and the Parent Handbook, as may be amended from time to time. The provisions set forth below are not meant to limit the scope of such understanding and are set forth separately below for emphasis only. After you have reviewed these provisions, each parent or guardian should sign this Agreement and include their respective social security numbers and addresses.

Contact Information:

- You agree to keep Polly Panda informed as to changes in your telephone numbers, addresses and other pertinent information.
- You agree that your child may be released only to the following persons in addition to the persons signing this Agreement:

Name	Address	Phone	Relationship
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Name	Address	Phone	Relationship
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- You understand and agree that if it is ever necessary for someone other than those listed above to pick-up your child from Polly Panda, you will provide a signed and dated note with your child or call the office prior to such pick-up, and that your child will not otherwise be allowed to leave.
- You understand and agree that if you deny pick-up by a non-custodial parent, Polly Panda requires a copy of the divorce decree to prevent the non-custodial parent from picking up the child.

Medical Information:

- You understand and agree that your child's physician must sign a medication authorization form permitting your child to be given any medication, including but not limited to, aspirin, cough syrup, and prescription medicines.
- Should your child become ill while at Polly Panda or suffer an accident of any nature, Polly Panda will attempt to contact you as soon as possible. If you are unavailable, you understand and agree that Polly Panda is authorized to arrange for appropriate medical care, as determined by a licensed physician.
- You agree to provide the requested medical information and immunization records required by the State of Indiana.
- You understand and agree that you will not bring your child to Polly Panda until your child has been free from fever for at least twenty – four (24) hours.

Tuition / Fee Information:

- You agree to pay the tuition on the first business day of each week, if tuition is paid weekly, and on the first business day of each month, if tuition is paid monthly, subtracting no deductions for vacations, holidays, or other absences. You understand and agree that a late charge may be added to such tuition if not paid when due.
- You agree to pick up your child from Polly Panda by 6:00 p.m. and understand that a fee of \$2.00 per child per minute late fee may be assessed for any child picked up after 6:05 p.m.
- You understand and agree that if it becomes necessary for Polly Panda to enforce any portion of this Agreement, including an action for delinquent payment that you will be responsible for court costs and attorneys' fees incurred in its enforcement.

Parent Copy

- You understand and agree that you may be charged a fee for checks requiring redeposit or that are not otherwise honored.
- In the event you wish to withdrawal your child from Polly Panda, you understand and agree to give one (1) week's prior written notice. If proper notification is not given, you understand and agree that you will be responsible to pay one (1) additional week's tuition.
- You understand and agree that removing your child from Polly Panda and not paying tuition for the summer months means that your child is no longer enrolled and may be placed on the waiting list. If space becomes available and you desire to re-enroll your child, a registration fee must be paid for such re-enrollment.
- If a child/classroom must quarantine due to a positive case of COVID full tuition for the time of quarantine is still due.

Miscellaneous:

- You grant permission for your child to attend any trips sponsored by Polly Panda, and understand that you will be notified in advance of such trips and can deny permission by written request to Polly Panda on or before the day of the trip. You also agree to pay all expenses incurred on behave of your child, including field trips and the like.
- In the event your child is unable to adjust to Polly Panda in the opinion of the Executive Director and / or Director, you understand and agree Polly Panda may ask you to withdrawal your child from the program upon one (1) week's prior written notice.
- You agree not to hire any person for childcare between the hours of 6:30 a.m. and 6:00 p.m., Monday through Friday, who is currently employed or has been employed by Polly Panda within the previous six (6) months.
- You understand and agree that while Polly Panda provides a rich and stimulating educational program, Polly Panda cannot and does not warrant or guarantee that your child will achieve certain levels of academic skills or educational proficiency.
- You understand and agree that Polly Panda is not responsible for items left unattended, including items left in your car when picking up and dropping off your child.
- You understand and agree to inclusion of children with special needs policy (under Entrance Policies).

I have read and understand all provisions listed on page 1 and 2 of this Agreement.

Signature

Signature

Relationship to child

Relationship to child

Address

Address

Social Security

Social Security

Parent Copy

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Office Copy