

# Chapel Hill Day Care Center Enrollment Agreement

Thank you for choosing to enroll your child in our program!  
Please complete all information so that we can reach you as needed. Please include at least one e-mail address that we can use for group mailing.  
Thanks.

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mother/Guardian Name: \_\_\_\_\_

Home phone # \_\_\_\_\_ Work phone # \_\_\_\_\_

E-mail \_\_\_\_\_ Cell# \_\_\_\_\_

Father/Guardian Name: \_\_\_\_\_

Home phone # \_\_\_\_\_ Work phone # \_\_\_\_\_

E-mail \_\_\_\_\_ Cell # \_\_\_\_\_

Emergency Contact Name & Phone #

1. \_\_\_\_\_

2. \_\_\_\_\_

The following people have permission to pick my child up from the Center:

\_\_\_\_\_  
\_\_\_\_\_

In this partnership both the Center and the family has responsibilities. Below are some of the things that each parent/ guardian must agree to as a condition of enrollment at the Center.

### ***I understand that:***

\_\_\_\_\_ 1. For the safety of my child, I must sign my child in upon arrival and out upon pick-up in my child's classroom.

\_\_\_\_\_ 2. I will help my child wash his/her hands daily upon arrival and departure.

\_\_\_\_\_ 3. I must make contact with the CHDCC employee responsible for my child upon drop off and pick-up to ensure that the teacher is aware of my child's arrival and departure.

\_\_\_\_\_ 4. My child must be supervised by an adult at all times while on Center property.

\_\_\_\_\_ 5. Tuition is due in full on the first of each month. A late fee of 10% will be added to any tuition not received by the 10<sup>th</sup> of the month. (if the 10<sup>th</sup>

falls on a weekend or a holiday, tuition is due on the last day that the Center is open *before* the 10<sup>th</sup>.)

\_\_\_\_\_ 6. The Center's hours of operation are 7:30am until 5:45pm. Please do not enter the building before 7:30, even though there are staff in the building. Please be respectful of the teachers' need to close down classrooms by 5:45. At 6:00pm the building is locked for the evening.

\_\_\_\_\_ 7. Late fees are charged after 5:45pm (see parent handbook for details). Payment should be made directly to the teacher who is supervising your child when you arrive.

\_\_\_\_\_ 8. In the event of inclement weather a decision will be made by 6:30am whether the Center will be open, closed or have a delayed opening. An announcement will be made on our voicemail, and our website at [www.chapelhilldaycarecenter.com](http://www.chapelhilldaycarecenter.com). We will also request an announcement to be aired on ABC news (channel 11).

\_\_\_\_\_ 9. The Center is not licensed to care for mildly ill children. Ill children (fever, vomiting, diarrhea ect.) must be symptom free for 24 hours before returning to the Center. Please notify your child's teacher at drop off if your child has had medicine that morning. Any child who is at the center must feel well enough to participate fully in the program, including going outside. The Center may request a physician or health care provider if clarification is needed.

\_\_\_\_\_ 10. Your child's teacher must be able to reach you in the event of an emergency. If you are not going to be available, please give the teacher the name and contact number of the person that she should contact if there is an emergency.

\_\_\_\_\_ 11. If someone other than the parent or guardian, (or other person who regularly picks up your child) that person must be on your emergency pick up list. Please ask the individual to be prepared to show a current picture identification.

\_\_\_\_\_ 12. The Center does not have laundry facilities. Each family is expected to rotate doing the classroom laundry. (This is not laundry that belongs to individual children.)

\_\_\_\_\_ 13. At CHDCC we believe in allowing children to fully enjoy their short time as young children, which means that we do not hinder them from getting messy. Please send your child to the Center in play clothes and expect them to get dirty!

\_\_\_\_\_ 14. A thirty-day written notice of withdrawal is required.

\_\_\_\_\_ 15. I agree to donate a minimum of 3 hours of my time this school year on scheduled quarterly family workdays or other Center projects. I understand that hours must be documented through the Center office. I

further understand that a \$50 fee will be assessed should I choose not to participate.