

**Lovell Weekday Ministry
Admission Agreement**

This is an agreement between _____, parent or legal guardian of _____, and Lovell Weekday Ministry, 603 Elm Street, Conway, South Carolina. Lovell Weekday Ministry is owned and operated as a non-profit organization. The policies and procedures stated in the Parent Handbook are an integral part of this agreement.

Consideration

The parent agrees to pay a consideration of \$_____ per week, \$_____ per month and being Dec. 31 \$_____ per Week.

Terms of Agreement

Termination of services -Parents who plan to discontinue Lovell Weekday Ministry services for their child (or children) are responsible to the Lovell Weekday Ministry for tuition up to the time of notification. It is requested that the Lovell Weekday Ministry be given two (2) weeks notice so that other families desiring Child Care services can be notified of such a vacancy.

Initial _____

Enrollment Policy

The Center shall receive the child(ren) listed above and furnish satisfactory childcare. Parent acknowledges having had a personal conference with the director or office assistant during which time all rules and policies presently in force were explained to the parent's satisfaction. Parents agree to abide by these rules and policies.

Initial _____

Hours of Operation

The Center's operating hours will be from 7:00AM until 5:30 PM Monday through Friday only. Children will not be allowed to enter the building prior to 7:00AM. If a child should be dropped off outside the building, Lovell Weekday Ministry shall not be responsible for his/her welfare until he/she has been placed into the hand of one of our staff. Therefore we ask that you come into his/her classroom or walk up to the playground door when dropping off or picking up your child(ren). Please **DO NOT** send another child into the building to bring your child to your vehicle.

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Arrival Policy

All students **MUST** be signed in daily. All students must be in class no later than 9:00AM. Any student unable to arrive before this time must have a written pass from the office to be admitted to class.

Initial _____

Departure Policy

All students **MUST** be signed out daily. All students must be picked up by 5:30PM. Any parent leaving a child past his/her dismissal time will be charged a late fee as follows:

First 5 minutes	No fee
Next 10 minutes	\$.50 per minute
Every minute thereafter	\$1.00 per minute

Late fee is due at time of pickup.

Initial _____

Preschool Arrival & Departure Policy

Preschool hours are from 8:00AM - 12:30 PM. No early arrivals. There will be an early arrival fee of \$5.00 per day will be charged. LWM will follow the departure policy rates of:

First 5 minutes	No fee
Next 10 minutes	\$.50 per minute
Every minute thereafter	\$1.00 per minute

Initial _____

Parking:

I have read and understand the procedures for entering and exiting the church parking lot.

Initial _____

Illness/Injury Policy

In the event that the child/children should become ill or suffer an accident during the time that he/she is in the care of the Center, the staff shall attempt to contact the parent or guardian: it shall be authorized to secure such medical attention and care for the child as may be necessary. In the event of a serious or life threatening emergency 911 will be notified. I have read and understand the Health and Safety policy as stated in the Parent Handbook. Upon notification of a child's illness, it shall be the responsibility of the parent or guardian to pick up the child from the Center. The child will not be allowed to return to the Center until such time as he/she is free of any contagious illness and/or fever free for at least 24 hours. A doctor's note may be required.

Initial _____

Medication Policy

An Authorization for Medication Form must be filled out and signed for any medication that is to be given to the child. All medication must be supplied by the parent or guardian, and must be in the original container and have the child's name on it.

Initial _____

Discipline Policy

Discipline is in the form of firm but gentle guidance. If a situation develops where intervention is needed, the child will be directed to a "timeout" chair or corner to think about his/her actions. We provide loving care for each of the children. Many different situations arise daily and they must be dealt with individually. Lovell Weekday Ministry does not use corporal punishment. The best discipline is self-discipline. Our aim is to work toward this outcome with each of the children.

Initial _____

Registration Fee Policy

Parent pays a non-refundable registration fee each year.

Initial _____

Returned Check Policy

\$25.00 is charged for any returned check. Thereafter, the account must be paid in cash.

Initial _____

Late Payment Policy

I/We agree to pay our child care fees in a timely manner. Payment is expected **in advance** on **Monday**, unless other arrangements have been made in advance and in writing. A late fee of \$5.00 will be added to any account after Wednesday. Our center operates as a nonprofit organization and as such maintains little, if any reserves to cover payroll when income is diminished by delinquent payments. If extenuating circumstances arise that may prevent you from paying on time, you are expected to call our office before payment is due and request an extension contract.

Initial _____

After School Policy

Conway Elementary provides transportation for school children Kindergarten through 5th grade. Fees are posted in the office and in the handbook.

Initial _____

Holiday Policy

The holidays when the Center will be closed are as follows: Labor Day, Thanksgiving and the Friday following, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day. Payment is due during holidays.

Initial _____

Inclement Weather Policy

I have read and understand the Inclement Weather Policy, as stated in the Parent's Handbook.

Initial _____

Complaint Policy

Any complaints should be filed in writing and given to the Director. Please notify our administrative staff in sufficient time for concerns to be addressed before terminating enrollment. All complaints will be brought before the LWM Committee. If you feel dissatisfied by the LWM Committee and its decisions on these matters it may be at both parties best interest that the child/children be removed from the program. Parents are requested to refrain from talking negative in the community about Lovell Weekday Ministry or First Baptist Church and their employees. Lovell Weekday Ministry provides this ministry for the community and it may not be suitable for all needs.

Initial _____

Services Rendered

In return for the above consideration, Lovell Weekday Ministry agrees to provide basic preschool services to the child in a Christian environment in a facility registered through the Department of Social Services.

- A. Basic Services- Lovell Weekday Ministry staff will keep parents informed about activities, adjustments, and development of the child. A regular schedule of a well balanced program including art, science, music, literature, and body movement will be offered. Snacks will be provided each morning and afternoon. A time to play on the playground will also be provided daily, weather permitting. Toileting times will be scheduled into the morning and afternoon. Nap time will be provided for full day children.

Initial _____

Obligations of the Parent

Upon enrollment, the parent shall provide the school with a copy of the child's immunization record from his/her pediatrician. The immunization record shall provide the school with documentation that the child has been immunized against the following diseases: polio, diphtheria, tetanus, pertussis, measles, rubella, mumps, and tested for tuberculosis. The parent shall, on each day the child attends, sign the child in and out according to the procedures stated in the Parent Handbook.

Initial _____

Permission Granted by Parent

The parent hereby grants permission for:

- The child to use all the play equipment and participate in all of the activities of the school.
- The child (ages 3, 4, and school age) to leave the school premises under the supervision of a qualified staff member for posted field trips.
- The child to be included in evaluations and pictures connected with the school program.
- The Director or acting director or qualified staff member in charge to take whatever steps may be necessary if medical care of the child is warranted.

Initial _____

Termination/Re-Entry Policy

Lovell Weekday Ministry reserves the right, at its discretion to terminate the care of said child(ren) at any time. Children whose continued aggression or uncooperative spirit endangers others in the Center or whose recurring disruption prevents or impedes effective teaching and learning may be dismissed at the Director's discretion. Parents must disclose at the time of enrollment special needs, conditions, handicaps, and health concerns which may affect the Center.

Initial _____

Parent agrees to give the Center at least two week notice prior to the withdrawal of child(ren) from the Center. Failure to give this notice will result in parent or guardian being assessed their agreed upon weekly fee until such time as the Center is given prior notice. An exit interview with the Director upon withdrawal would be helpful and appreciated. The re-entry of child(ren) will not be possible until previous debts have been cleared.

Initial _____

Modification of Agreement

This agreement may be modified whenever any of the circumstances covered in this agreement changes. Such modification may only be made in writing, and must be signed and dated by the parent and by the chairman of the Lovell Weekday Ministry in order to be binding and effective. No employee of Lovell Weekday Ministry is to make any oral or written notification to this agreement, and such shall not be enforced under any condition.

Initial _____

Acknowledgements of the Parent

By signing this agreement I acknowledge that:

- A. I have read and understand this agreement and the Lovell Weekday Ministry Parent Handbook.
- B. I have received a copy of this agreement and a copy of the current Lovell Weekday Ministry Parent Handbook.
- C. I understand there is a **NON REFUNDABLE** registration fee due upon enrollment.

Initial _____

Parent Signature	Date

Signature of Authorized Representative of LWM	Date

I have received a copy of this agreement at the time of registration.

Initial _____