

# Enrollment Policy Contract

Adventure Time Preschool & Child Care  
723 West Columbia Lane  
Provo, Utah 84604  
801-373-2989

Use of the singular "child" throughout the following packet includes the plural if more than one child is designated on the Enrollment Application. Use of the masculine gender includes the feminine as well. References to "I," "me," or "my" also include any agents designated by the enrolling guardian.

Welcome to Adventure Time! Please read through **ALL** of the following documents thoroughly. This packet is full of important information regarding your child's education. At the bottom of each page is a place for your initials. If you have any questions that are not answered in this information, please feel free to speak with an administrator.

## **Hours**

Adventure Time is open Monday-Friday 6:30 am-6:15 pm. There are some programs that have different start/end times, please speak with an administrator for specifics relating to your child's program. If your child is still here at closing time, we will attempt to contact you. If we are unable to reach you, we will contact other authorized pick up persons from your Enrollment Application. If we are unable to reach an authorized individual by 7:00 pm, we have a responsibility to notify the local authorities.

We are closed the following holidays each year: New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. We also close early on New Year's Eve. If a holiday falls on the weekend the center may be closed a full or partial day the Friday before or the Monday after the holiday, to be determined by discretion of the management. You will be notified prior to the day of closure for each holiday.

## **Parental Supervision**

I understand that I am expected to bring my child into the building and see that he is under supervision of an employee of the center before leaving the premises. I understand that the center does not assume supervisory responsibility until my child has been directly presented to a caregiver in a classroom.

Because it is difficult for caregivers to maintain control over children when they are in the presence of their parent, at the time of pick-up I assume supervisory responsibility as soon as the child makes visual contact with me.

I understand that my child must be checked in/out either by computer or manually, both upon arrival and departure by the person delivering/picking up my child.

## **Behavior**

If my child's behavior seriously violates the safety of any child or staff member, I understand that he/she may be temporarily excluded from the program. In these circumstances, I agree that a parent or authorized adult will pick up my child within 30 minutes of notification or attempted notification in order to avoid an additional charge. Should the management of Adventure Time determine, in its sole discretion that my child does not fit within the program, I understand that my child may be withdrawn from the program and, on the date of withdrawal, any unused tuition will be returned.

## **Napping**

All full day children are required by the state to have a rest or nap time. You are responsible for providing **two** blankets for your child (excludes part time preschool, Kindergarten, and school age programs) as required by state licensing.

You are responsible for taking these blankets home to wash them **EVERY** Friday and making sure they return to the center on Monday.

Guardian's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### **Programs**

Adventure Time offers full and part time programs as well as hourly drop in programs. The center does not offer personalized or individual schedules. If you have a change in schedule and need to switch programs, approval needs to be obtained from the manager at least one week prior to the anticipated change. The center cannot guarantee that the program you want will be available. Once you have switched programs, you will need to remain with the program at least 3 months before switching again. (i.e.: If you enroll in the half day program and need to switch to the full day program, you will need to remain in the full day program for at least 3 months.)

### **Meals**

Due to the fact that we participate in Utah's Child Nutrition Program, our meal times and meals have been approved by the state and we strictly adhere to their guidelines. If you drop your child off after their scheduled meal time, you are responsible for making sure they are fed before coming to the center. **No outside food or drinks are permitted in the center.** If your child has a food allergy or special nutritional need, a doctor's note is required to vary from the center menu. The doctor's note needs to specifically state the medical concern and any variance from the center menu. We cannot accommodate to personal diet preferences. Gum is not allowed in the center. Birthday treats may be brought in to share with your child's class if preapproved by the classroom teacher. *All treats must be store bought. No homemade items may be served to the children.*

### **Diapers/Pull Ups/Clothing**

Families with children in the infant program (0-2 years) are responsible for providing diapers for their child. It is your responsibility to make sure there is a constant supply of diapers in your child's classroom.

Children 2 years and older who are not potty trained are required to be brought to the center in pull ups, to better prepare them for the potty training process. You will be required to provide and maintain a constant supply of pull ups for your child. If your child has to use the center's supply of pull ups, a **\$1.00 per pull up** will be assessed to your account. The center has a limited supply of spare clothes for children to borrow, so it is a good idea to leave a change of clothes in your child's cubby in case of accidents. If your child uses the center's spare clothes you will be required to launder the items and return them. If the clothing items are not returned in a timely manner a fee will be assessed to your account.

### **Illness/Medication**

We are a well child care center. Children who show signs of contagious diseases should not be brought to the center. Conditions for exclusion include, but are not limited to: fever of 100 degrees or higher, continuous coughing, rash, diarrhea, pink eye, lice, chicken pox, vomiting, or any other condition that could be considered contagious. I agree to pick up my ill child within 30 minutes of notification or attempted notification in order to avoid an additional charge. **Children that have or are sent home for any of the listed conditions may not return to Adventure Time for 24 hours after symptom have cleared.**

In order for the center to dispense medication, a medication form needs to be filled out by a parent or guardian. The medication needs to come in its original packaging with the child's first and last name clearly printed on it. Prescription medication has to be prescribed to the child taking it. The medication along with the medication form needs to be dropped off in the office and handed directly to an administrator. For center purposes, medication is defined as anything provided by the parent that needs to be administered to a child. This includes, but is not limited to: prescription medicine, allergy or cold medicine, diaper rash cream, teething ointment and sun block.

**Withdrawal**

In case of withdrawal of my child from the center, I agree to give the management verbal or written notice at least one week in advance. If this is not given, I agree to pay one week of additional tuition. I understand that any balance owing upon withdrawal will be sent to collections.

Guardian's Initials: \_\_\_\_\_ Date: \_\_\_\_\_