

**Lewis Centers, Inc.**  
**T/A Pooh Corner Child Care Center**  
**10251 Timber Ridge Drive**  
**Ashland, Va. 23005**

**PARENTAL AGREEMENT:**

Child(ren)'s Name \_\_\_\_\_

Below is a copy of the agreement each parent must read and sign before enrolling their child. These are policies that the center adheres to strictly, so please make sure that you understand each and every one:

**I, AS A PARENT OR LEGAL GUARDIAN, AGREE TO:**

1. Pay an initial registration fee of \$50.00 per child (maximum of \$75.00 per family) at the time of enrollment and \$35.00 per child each year thereafter at the anniversary date. The fee is non-refundable and covers miscellaneous costs such as insurance and laundry costs.
2. Pay advance tuition for the program in which your child(ren) is enrolled. The tuition is due each Friday for the next week with no deduction for any absence. If the tuition is not paid on Friday, a late charge will be due on Monday morning of \$15.00. If by Tuesday morning we still have not received the tuition, including the late charge, we cannot accept your child.
3. A late pick-up charge will be assessed for children not picked up by 6:00 p.m. The fee is \$1.00 per minute, per child. This charge will be waived only under extreme circumstances. If it is expected that your child will not be picked up by 6:00 p.m., you must call and inform the Center. Otherwise, we will begin calling parents and/or other emergency contacts for the child(ren).
4. Pay of fee of \$35.00 if any check is returned to Pooh Corner for any reason. If two checks are returned, tuition must be paid in cash from that point forward.
5. Give Pooh Corner at least two weeks written notice prior to any withdrawal. If I do not give proper written notice, I understand that I will owe the tuition for the two weeks after my child leaves.
6. In case of injury or illness, the parent/guardian authorizes Pooh Corner to obtain immediate medical care if any emergency occurs when he/she cannot be located immediately. If there is an objection to seeking medical emergency care, the parent/guardian must give Pooh Corner a written statement that states their objection and the reason for their objection. I hereby understand and agree that any expenses incurred are my responsibility as the parent or legal guardian.
7. Pooh Corner has the right to immediately disenroll any child for reasons we deem necessary, (i.e. non-cooperation of the parent, maladjustment of a child, failure to provide necessary or correct enrollment information, etc.)

\*\*\*Please sign and date each page of this agreement \_\_\_\_\_

8. If your child is taking medication, you must fill out a form for any medication you want administered by our staff at the center. All medication must be brought to the center in its original container with prescription label and/or dosage instructions attached. When an authorization for medication expires, the parent shall be notified that the medication needs to be picked up within 14 days or the parent must renew the authorization. Medications that are not picked up by the parent within 14 days will be disposed of by the center by either dissolving the medication down the sink or flushing it down the toilet. We must have a written notice, signed by a physician, to administer medication on a routine long term basis, (i.e., Ritalin, Methylphenidate, Intal, Proventil, etc.).
9. Pooh Corner should be able to contact you at any time during the day. The necessary information is given at the time of enrollment; however, sometimes parents move, change jobs, home or work numbers change, doctors, etc. You are required to inform the center immediately of any such changes.
10. For the good of your child and in fairness to other children and their parents, you are required to keep your child out of the center if he shows symptoms of illness. Symptoms that are cause for keeping your child home are: fever, vomiting, diarrhea, unidentified rash, swollen glands, any contagious conditions (worms, etc), heavy nasal discharge and ear-ache. We know how difficult it is for you to miss work, but we do not have the provisions to care for slightly ill and recovering children.

In the same respect, if your child becomes ill during any part of the day with these symptoms, you will be notified to make arrangements to have your child picked up as soon as possible. If your child is diagnosed with a contagious condition, you are required to have a note from the child's physician stating that it is medically safe in order to bring the child back to Pooh Corner.

11. Parents must inform the center within 24 hours or the next business day after a child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.
12. If you would like someone to pick up your child other than those listed on your enrollment form, you must give us advance written notice. If that is not possible due to extreme circumstances, we will follow stringent identification procedures. We will call the emergency contact people listed on your child's application in case of emergency situations, including but not limited to, inclement weather or natural disasters if we can not get in touch with parents.
13. For safety reasons, parking in front of the sidewalk is not permitted. We require that you park in the designated parking spaces and escort your child into and out of the building and clock him in and out on the computer. You are also required to see that the staff is aware of your child's whereabouts.
14. For families that need to reserve a place on Pooh Corner's waiting list for any of our programs, a fee of \$50.00 is required to be placed on the list. The family should provide an estimated date that they would like their child(ren) to begin attending. Pooh Corner will make every attempt to accommodate those on the waiting list and will advise families as early as possible when we cannot accommodate their request. Four weeks prior to the expected enrollment date, 2 weeks of the going tuition rate will be due in order to guarantee availability. The tuition will then be applied to the first 2 weeks attendance. However, if the child(ren) subsequently don't attend as originally agreed, the tuition will be non-refundable, and the reserved spot will be offered to the next family on the list.

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15. As written above, fees are payable in advance. However, if Pooh Corner must resort to measures to collect on your overdue account by way of collection agency or any other legal action, you will be responsible for not only the account balance but the costs incurred by Pooh Corner for such action, including attorney fees, plus 15% interest of any outstanding balance.

**This agreement is for the protection of the parents, children and Pooh Corner. It is essential that the financial condition of this center remain such that services can be provided for your child. Our expenses are not reduced due to absenteeism; therefore, when you read and sign the Parental Agreement upon enrollment, it will be your guarantee that you will abide by and support its contents. This also serves as acknowledgment that I was given and have read the Parent Policy Manual.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian