



# ***Evolving Learning Academy***

## ***Parent Handbook Of Policy and Procedures***



**Dear Parents,**

**Welcome to Evolving Learning Academy! At Evolving Learning Academy we are committed to creating a high-quality childcare and preschool experience for all children. We are honored that you have become a part of Evolving Learning Academy family. We shared a small part of your child's life and are privileged to be given the opportunity. Our goal is to impact your child's life educationally and socially so they are provided with a strong foundation. We look forward to working with you and your family to help each child reach goals that are set for them throughout the time at Evolving Learning Academy. We strive not only to provide a challenging academic program but a secure, personal environment of care to each individual student. We hope that we can exceed all of our families' expectations and want to take this time to personally welcome your family to Evolving Learning Academy.**

**THANK YOU,**

**Ashley Wilson / Owner**

**Lenore Carter/Director**

*Evolving Learning Academy  
"Where learning never ends"*





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### **MISSION STATEMENT**

At Evolving Learning Academy our mission is to provide a safe developmentally appropriate environment for infants, preschool and school age children. We strive to maintain a friendly clean nurturing atmosphere that meets the needs of each child and family. Our focus is to provide a stimulating early care and educational experience which promotes each child's social/emotional, physical and cognitive development. Our goal is to support children's desire to be lifelong learners.

### **GENERAL POLICY STATEMENTS**

The following policy and procedures are set forth to provide children with a clean, safe, comfortable environment where they can play, learn and grow with guidance and loving care. These policy and procedures are kept current, made available to parents, used to govern the operations of Evolving Learning Academy along with the rules and regulations of Bright from the Start: Georgia Department of Early Care and Learning. These policies become effective upon acceptance by the parent/guardian and Evolving Learning Academy. The number one priority of our Center and staff is the general welfare of the children in our care. This includes, but not limited to 1) maintaining a healthy, clean and hazardous-free environment, 2) providing the children with excellent role models in nutrition, language and behavior, 3) promoting healthy and productive habits for life and 4) educating. In addition to this, we strive to provide each child with developmentally appropriate activities to enhance the child's overall social, emotional, cognitive and intellectual growth.

#### **Children Served**

6 weeks to 12 years of age

#### **Hours of Operations**

Monday- Friday-7:00a.m.-6:00 p.m.

We are a year around facility, open January through December.

#### **Holiday Observance Days**

New Year's Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the following day

Christmas Eve

Christmas Day and the following day

**In the event the holiday falls on a weekend, we will close on the nearest Friday or Monday.**

**In the event of harsh weather, we will operate on Fulton County School System's schedule.**

**In the event of a declared emergency or disaster, the Center reserves the right to modify the schedule as needed.**



### **ADMISSION POLICY**

Evolving Learning Academy does not discriminate in their admission policies, operations or hiring practices on the basis of race, religion, sex, color, national origin, or disability. Any child attending the Center must be registered properly before admittance, with the completed registration packet, required health records, enrollment fee and first week of tuition paid.

### **ENROLLMENT PROCESS**

In order to enroll a child in our Center, the parent or guardian must complete the required enrollment packet including emergency information and authorized personnel. Please inform the individuals that will be picking-up your child\children that they must present picture identification upon their initial arrival for security purposes. Prior to the child's first day of attendance, all enrollment forms must be completed and returned with any other necessary medical or verification forms. It is the parents' responsibility to ensure all forms are updated immediately upon changes and at least once a year. As the information in these forms contains personal information, confidentiality is guaranteed. If your child is enrolled in the program you will also need to pay an enrollment, book and supply fees. The enrollment fee covers the administrative cost for the entire year related to the individual student. The supply fee helps cover the classroom materials used by the individual student for the year.

### **TERMINATION POLICY**

Parents are required to give a two-week notice before withdrawing their child. If not, the parent will be responsible for paying two weeks of tuition, with the exception of misconduct on part of the center, parent or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken.

### **SIGNING IN//OUT**

The state of Georgia requires that a responsible parent or guardian sign each child in and out daily. As well as ESCORT THEIR CHILDREN IN AND OUT OF THE BUILDING. Only the parent or guardian listed on the pick-up list will be allowed to pick up the child on a daily basis. All alternate persons picking up a child (over the age of 18) are required to show a driver's license when picking up for the first time. We will not release the children to any unauthorized persons. The parent must authorize unfamiliar escorts in writing. Safeguarding your child is our prime objective.

### **VISITORS/PARENTAL ACCESS**

For security reasons, and to prevent any disruption of the educational process, Evolving Learning Academy permits classroom visits only with proper administrative approval if it is during nap time. All visitors must have proper identification before entering the center. However Parental access is welcomed any time child is in care but please remain mindful of the educational process to help prevent disruptions. Volunteering is a great to get acquainted with your child's friends and staff.

### **PROGRAMS AND SERVICES OFFERED**

Evolving Learning Academy childcare programs for children from 6 weeks of age through 12 years of age. Our full time programs include a nutritionally balanced breakfast, lunch and snack. The daily schedule includes a blend of activities and learning sessions appropriate for the age group; the daily schedule also includes a rest period (nap time). Although Evolving Learning Academy is not a Christian school, we do utilize the Christian-based curriculum called A Beka. Throughout the program we will have certain practices such as grace, and morning devotion. If you wish for your child not to participate in grace and morning devotion please let us know.

We also offer Spanish and S.T.E.A.M learning (science, technology, engineering, art and mathematics).



### **BEFORE/AFTER SCHOOL PROGRAM**

Students in our local elementary schools may enroll for before and after school care when enrolling or re-enrolling for school year. Before school care begins at 7:00 a.m-7:30 a.m and after school care begins at 3:00 p.m. for all students. Students who are not picked up by 6:00 will have an additional charge at \$1.00 per minute per child. Late charge must be paid immediately when parent/guardian arrives. Students/parents MUST abide by all rules of center.

### **PAYMENT POLICY**

The parents' tuition secures the child's slot in the program. Fees for days your child is absent still apply. If a child is temporarily withdrawn from the center for any reason (i.e. In skipping tuition payments during holiday weeks or summer weeks), the full re-enrollment fee and supply fee must be paid before the child is re-enrolled in the program, space in the classroom must be available.

Parents must pay tuition weekly, even if the child is not in attendance for the up-and-coming week. This includes times when the child is out for vacations, times when the child is out for sick days/weeks, times when the child is out for holidays the center is not closed for. The parent is responsible for paying the entire week's tuition during the weeks when the center is closed for holidays. Also it is your responsibility to make sure payments are still received on Mondays regardless if child will be out on Monday. Tuition is based on a weekly rate. The full tuition is due on Monday for the week of school attendance. If Monday falls on a holiday and school is closed, tuition will be due on Tuesday. Tuition may be paid (in advance) weekly, bi-weekly, and monthly. A late charge of \$35.00 will be added to all late payments received after Tuesday. Your child will not be able to come back into the center if accounts are not brought to a \$0 balance on Tuesday. Your child will be terminated on Wednesday and your slot will be filled with a child on our waiting list. All cash payments must be placed into the tuition drop box located in the entrance of the center. Cash payments should be placed in an envelope, sealed with the dollar amount and parent's name and students. No payments shall be left on the desk of the receptionist or placed in the hands of any persons working at the center. Tuition may be paid by card, cash or money order (No Checks). Tuition can be only made in single transactions.

### **TUTION FEES**

Tuition and fees as of January 2021-2022 are as follows:

Infant Classroom	\$230/week
One Year Old Classroom	\$225/week
Two year old Classroom	\$215/week
3 year old -4 years old class	\$195/week
Late Pick up After 6:00pm	\$5/min first minute; \$1each addition minute
After-School weekly Rate	\$65
Enrollment Fee (3-4 year old)	230/includes book fee
Enrollment Fee (6weeks-2 years old)	\$150

THERE IS NO DISCOUNT IN TUITION FOR ABSENCES, HOLIDAYS OR CLOSINGS.

A NON-REFUNDABLE INITIAL ENROLLMENT FEE must be paid at the time of enrollment. Also enrollment fee includes child's book and supply fees which charged annually during the month of August (or when a new child starts). Enrollment fees are non-refundable; supplies are considered Evolving Learning Academy's property. Book fees are for 3-4year old class.



### **PICK UP LATE FEES**

The Center operates from 7:00am to promptly 6:00pm. A LATE FEE is charged when the child is left after our designated closing time of 6:00pm. The late fee will be calculated as follows: \$5.00 will be charged for the first minute and \$1.00 for each additional minute. Late fees are posted at the front desk. The late fee is due at pickup time. Also, if the parent is running late and if the Center has not been contacted by 7:00pm, Evolving Learning Academy will consider your child abandoned. Evolving Learning Academy will then contact the Department of Family and Child Services (DFACS) regarding the abandoned child and they will send the local authorities out to pick your child up. Please understand how this situation places the center. The safety of the child must come first.

### **ATTENDANCE/ARRIVAL**

- The centers operating hours are 7:00 am- 6:00pm.
- In order to keep the children on a schedule we asked that all children must arrive no later than 9:30a.m if a doctors excuse is provided, 10:00 am is the latest arrival time.

### **MEALS**

All meals will be approved by USDA Nutritional Guidelines and prepared on site. Each child will receive breakfast, lunch, and snack. All children will need to be present at the appropriate time to receive these meals. No outside food will be accepted. Weekly menus will be provided outside your child's classroom and office for your review. We practice family styling eating which helps develop social skills and learn good eating habits. Breakfast will be served at 8:00am until 8:30am every day. Breakfast cannot be served after 8:30am. It is the parents' responsibility to make sure their child has had something to eat if child arrives after cut off time. Lunch will be served at 11:00am until 11:30am every day. Lunch cannot be served after cut off time. Snack will be provided daily at 2:30. If your child has any allergies to food, please make sure it is documented in the child's enrollment forms and bring it to the attention of the Director, Manager and Teacher along with a completed Physician's form.

### **PARENT RESPONSIBILITIES**

- **Parents should bring children with the exceptions of infants to school in uniforms which are RED shirts with school logo and navy blue bottoms with black tennis shoes and a black belt. No sandals or flip flops are to be worn. Uniforms are to be worn for the following Toddler, Preschool and Pre-k classes MONDAY-THURSDAY, FRIDAY FREE DAY.**
- Parents' responsibilities include keeping the Center informed of any applicable changes in enrollment information or the child's residence and/or guardianship.
- Parents are not allowed to take the student from the Center and return the student to the Center during the day (unless for emergencies and medical appointments). For medical appointments or emergencies, the child must be back to the Center no later than 1:00pm with a medical excuse in hand. If a child has a doctor's appointment in the morning (i.e. 9am), the child can return to the center the same day if the child can be dropped off by or before 1pm. A medical excuse must be given at the time of drop off, if not, the child cannot be dropped off.
- Parents are required to keep the Center supplied with a change of clothes which should be an extra uniform and other required supplies as requested by the child's teacher. Toddler parents must keep the Center supplied with diapers, pull-ups and wipes. NO book bags are allowed, only for infant room. Cubbies are provided store all items needed.
- Parents are required to bring a blanket for napping, center will provide sheet and mat. You will be required to take blanket home on Fridays and return WASHED blanket on Mondays.





- Parents must remember to send coats or jackets, as the weather requires. Please label all coats, jackets, extra clothes, and etc. with the child's name. The Center will not be responsible for lost or stolen clothes.
- Except for show-and-tell, children are not permitted to bring any favorite items from home (i.e. toys, dolls, etc.); items can get lost or stolen. The Center will not be responsible for lost or stolen items.
- If you put jewelry on your child, Evolving Learning Academy will not be responsible for lost or stolen jewelry. Please, no hair beads in your child head– hair beads can be a choking hazard for your child and other children provided the beads fall out.

### **CENTER RESPONSIBILITIES**

- The Center is responsible for keeping the parent informed of their child's activities, interests and growth.
- The Center will utilize informal and formal conferences with parents, daily information sheets, monthly newsletters and parent bulletin boards in keeping lines of communication open.
- Evolving Learning Academy encourages parent comments, concerns and involvement. In the event of a grievance, concern, or helpful comment regarding a teacher or the Center; address concerns to the Director or Manager.
- The Center will not be responsible for any lost or stolen items. Regarding all child custody issues, the center must have legal documentation on file clearly showing which parent has legal custody in avoiding any domestic issues at the center.
- The requirement of legal documentation by the center is for the protection of all students and staff.
- The center reserve the right in verifying any legal documents in regards to custody – the child cannot enroll (or re-enroll) until the center has had the opportunity to verify the legal documentation.

### **HEALTH STANDARDS**

- If a child becomes sick while in the care of the center, parents will be called immediately for pick-up. Children will be placed in the sick room for a short amount of time away from the other children until the parent arrives. Any child sent home from school sick must be out **a total of 24 hours** and free of any fever, diarrhea, or vomiting before returning to the center.
- Evolving Learning Academy reserves the right to administer first aid ointment and antiseptic if needed and the right to put lotion or Vaseline on your child if their skin looks dry or irritated. (I.e. hydrocortisone cream, anti-biotic and diaper rash cream).
- If your child has any allergies, please put it on their enrollment form.

### **MEDICATION**

- Medication is administered to the children at the center only if it is prescribed from child's physician.
- We will keep all State required documentation on medication dispensation and document and notify the parent of any noticeable adverse reactions the child may have.
- Medication must be sent to the Center in the ORIGINAL CONTAINER and labeled with the child's full name. A medication permission form must be filled out completely including the medicine name,
- RX number, date, dosage, and time to dispense, date to be dispensed, full name of child and parent signature and date. If the parent does not correctly fill out the medication form completely, we cannot dispense the medication. The Center reserves the right to refuse to dispense medication when medication time, dosages, or medical necessity are in question. Prescribed medicine will be administered only after 9:30am and we will only give your child only one dose maximum while they're in our care. The Center does reserve the right to administer the medication at their discretion. If your child is asthmatic we will only be responsible for giving one treatment



while the child is in our care. Evolving Learning Academy will not administer over-the-counter medications (i.e. Tylenol, Motrin or Dimetapp, cough drops, etc.)

- Director/Supervising person to subject child upon authorization by parent or guardian, which must be in writing daily. Medication will be administered once per day between 12:00-2:00pm.

### **SYMPTOMS/ILLNESS**

- Health Policies at our center require that any child with a communicable disease (or contagious diseases) be prohibited from attending the Center (i.e. flu, ringworm, fever, diarrhea, etc.). Any child with: • a temperature of 100.3 or higher, • symptoms such as diarrhea, cough, pink inflamed eye(s), vomiting, • rashes such as measles, chicken pox, scarlet fever, flu and impetigo, • strep throat, ringworm, and mumps, serious lung congestion, • infestations such as lice and scabies, or • bad colds exhibiting heavily running nose, discolored mucus, and uncontrollable coughing cannot attend the Center until either (1) symptoms have ceased for a period of 24 hours or (2) the parent provides a Physician's note clearing the child to return to school.
- The center will notify the parent if their child has been exposed to a communicable illness. If the child exhibits any of the above conditions, PLEASE do not bring the child to the Center until he or she is either (1) cleared of the symptoms for 24 hours, (2) been on antibiotics for 24 hours or (3) officially excused by a Physician in writing. Refer to the Center's posted communicable disease charts for more details.

### **EXPOSURE TO NOTIFIABLE COMMUNICABLE DISEASE**

- If your child is exposed to a communicable disease, the center will notify parents by providing a letter on classroom door.

### **EMERGENCY MEDICAL CARE**

- In case of an Emergency, parents will be notified immediately. In case of an emergency, if transportation to a hospital is required, paramedics will be called to transfer your child to Atlanta Medical Center South, unless otherwise indicated. If the emergency is not life threatening, the Center will transport the child to the nearest hospital or physician as directed.

### **EMERGENCY PLANS**

- EMERGENCY PLANS the following procedures will be followed in the circumstances listed below:
- **Fire:** Get the children out of the center, meet at the designated safe place as far away from center as possible, and conduct a head count to ensure all children are safely out. Call the fire department, call the parents, and call Bright from the Start - Child Care Services within 24 hours.
- **Severe Weather:** Remain calm. Move the children into a hallway or interior room away from windows. In case of a tornado, have the children place their heads between their knees with their backs to the wall. Listen to the radio for weather updates.
- **Loss of Electrical Power:** Remain calm. Call the power company to report power loss. If in hot weather, open the windows, if possible. In cooler weather, put on warmer clothing or get blankets out for the children. Call the parents if the power will be out for an extended period of time.
- **Loss of Water:** Have bottled water available for drinking purposes. Call the water department if in the city. Call the plumber if in a rural area. If water will be out for an extended time, have water available for hand washing and toileting purposes. Call the parents if the water will remain out of service for an extended length of time.



- **Serious Injury to a Child:** Call 911 or the police. Keep the child calm and comfortable until medical service arrives. Call the child's parents to report the injury. Report the injury to Bright from the Start - Child Care Services within 24 hours.
- **Minor Injury to child:** Staff will document injury and notify parents immediately.
- **Loss of a Child:** Call 911 or the police. Call the child's parent to report the loss. Keep the other children calm. Call the neighbor to help assist in the search. Look in the house, yard, and surrounding area.
- **Death of a Child:** Call 911 or the police. Call the child's parents. Keep the other children calm. Report the death to Bright from the Start - Child Care Services within 24 hours.

### **PROHIBITED SUBSTANCES**

- No person shall smoke, use tobacco or prohibited substances on the premises or in any vehicle being used to transport children during operating hours.

### **INFANT SLEEP POSITION PRACTICES**

- Based on the risk factors of Sudden Infant Death Syndrome (SIDS) all infants will be placed to sleep on the infant's back unless the home has been provided a physician's written statement authorizing another sleep position for that particular infant. All infants will be placed to sleep on a firm, tight-fitting mattress in a sturdy and safe crib with no pillows, quilts, blankets, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib. The infant's sleeping area will be maintained within a temperature range of sixty-five 65° to eighty-five 85° degrees depending upon the season. When an infant can easily turn over onto his stomach, staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over onto his or her stomach as the infant prefers. Positioning devices that restrict an infant's movement in the crib will not be used.

### **INFANT MILK/FEEDING/CARE**

- Parents must fill out and update feeding plan when needed.
- Parents must bring bottles with formula or breastmilk already made. Center will not mix formula. Bottles must be labeled with child's first and last name with the current date.
- Mothers who breast feed are welcomed to center to feed.
- Formula/milk will be either discard if used and if not used it will be returned back to parent at end of day. Evolving Learning Academy provides cereal, baby food, and Enfamil formula (If you choose to not use that formula you are to provide your child's formula) and whole milk (must be one years old).
- For the use of pacifiers we ask that child's pacifier be on an attachment that hooks on child's clothing. NO tie around bibs are allowed.

### **REQUIRED REPORTING**

- The family child care provider is a mandated reporter of suspected abuse, neglect, or deprivation of a child. This means the law requires the provider to report any known or suspected abuse, neglect, or deprivation to the Department of Family and Children Services.

### **IMMUNIZATIONS**

- All parents are required by the state of Georgia to have current immunization forms completed before your child will be allowed to attend. State Health regulations mandates that children immunization records be kept up to date. The County also does an annual immunization inspection of daycares and schools. Therefore, if



your child's immunization record is expired over 30 days your child cannot return to the Center until his/her record is updated.

### **BEHAVIOR POLICY**

- If academic attendance and/or behavior problems should arise, parents will be contacted for a conference to help immediately eliminate any problems. If necessary, parents may be asked to withdraw their child from the center that day.

### **DISCIPLINE**

- Children are expected to behave in a manner that exemplifies they are willing to learn. Each teacher has the liberty of making and enforcing classroom rules in accordance with administrative policies. Evolving Learning Academy uses re-direction, counseling, parent involvement and suspension to handle discipline problems as they arise. After this teacher interaction, the child is sent to the office for a time-out. Absolutely no physical or emotionally belittling punishment is allowed in our Center. The Center reserves the right to dis-enroll, without notice, any child whose behavior is disruptive or threatening to the safety of other children or staff. The Center has the right to suspend a student for intolerable behavior. If the problem continues, the director will call the parent and have the parent pick up the child for that day. If the child's behavior continues to be disruptive, the director will place the child on behavioral probation and the child will be terminated if the behavior is not improved.

### **TRANSPORTATION**

- Routine transportation will not be provided at this time. However public school bus can pick up and drop off your child to and from center for before and after care

### **TOILET TRAINING /DIAPER PROCEDURES**

- A child will show readiness for independent toileting in three ways: physically, cognitively, and emotionally.
  - Physical readiness: Child is able to stay dry for two or more hours during the day, wakes up dry from naps, and may wake up dry in the morning.
  - Cognitive readiness: Child wants to watch people using the toilet, wants to flush the toilet and asks questions about it.
  - Emotional readiness: Child asks to be changed when wet, pretends to use the toilet, and asks to use it.
- The presence of all three readiness signals indicates the most opportune time for learning toilet independence. This critical period usually emerges between ages two and four. When all signs are present, staff will make it convenient for the child to use the toilet and provide help as needed.
- Potty chairs are not used in the center. Parents will be asked to assist in toilet learning by dressing the child in loose fitting clothing that the child and caregiver can easily remove.
- Staff will be available and helpful but will not however or push children to use the toilet. Staff members will not force a child to remain on the toilet or punish a child for wetting or soiling his or her clothing. Staff members will directly supervise children who are engaged in toilet learning and will not leave children unattended  
To prevent infection and maintain cleanliness, staff will teach and assist all children to wipe from front to back and to wash their hands after using the toilet.



- Diaper procedures are posted in each class room. When a child is transitioning from diapers to using the toilet, staff members may change diapers in the bathroom with the child standing up. Children's diapers will be changed every two or more frequently as needed.
- Children with soiled or wet clothing will be changed into a fresh set of clothing. Soiled or wet clothing are placed in a closed plastic bag in their cubby to be sent home the same day.

### **DIAPERING PROCEDURE**

1. Wash your hands with warm soapy water.
2. Prepare the area with gloves, wipes, and diaper
3. Help the child onto the changing table. Keep one hand on the child at all times. Never step away from changing table, even for a moment.
4. Put on gloves.
5. Remove clothes from the child's bottom half.
6. Remove the old or soiled diaper.
7. Wipe child's bottom from front to back
8. Remove one glove and wrap the diaper with the glove, soiled side in.
9. Remove the other glove.
10. Place the soiled diaper in the pail/garbage.
11. Put a clean diaper on the child.
12. Put the child's clothes back on.
13. Wash the child's hands under warm running water with soap for 10 seconds.
14. Place the child back into the group
15. Sanitize the changing table with the following two-step process:
  - Wash the table with a soap solution.
  - Disinfect the table with the approved disinfectant solution. Leave the solution to air-dry, or wipe it off after two minutes.
16. Wash your hands under warm running water for 20 seconds.
17. Dry your hands with a paper towel and then turn off the water using the same paper towel or turn off the water with a paper towel and then use a clean paper towel to dry your hands.
18. Mark the diaper change on the Infant/Toddler Daily Activity Report.

### **YOUR CHILD'S ADJUSTMENT**

Attending a new childcare center can be both an exciting and stressful time for the child and the child's family. We make the following suggestions to parents of a new child in our facility: Allow your child to visit the Center with you initially to meet the staff and other children. After visiting, discuss the Center with your child and talk about the routine he or she will be involved with on a daily basis upon enrollment. When bringing the child the first few days, give them a hug and a kiss and inform them you will be back in the afternoon or evening. Say a firm "good-bye" and leave. Your child's teacher or other staff will take over from there. Allow time for the child to adjust to the Center, and accept any emotional reaction from your child as normal. Reassure the child of your love, they will adjust more quickly.



***Please keep handbook for your records***

**PARENTAL AGREEMENTS**

1. Evolving Learning Academy agrees to provide child care service for (Child's Name) \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_  
Age: \_\_\_\_\_ on Monday – Friday, from 7:00 am - 6:00 pm.
2. Parents agree to pay according to schedule. Parents have agreed to pay  
( ) Weekly Due upon arrival Monday ( ) Bi-weekly Due upon arrival Monday  
( ) Monthly all monthly payments are due the first Monday of the month.
3. I have read and downloaded Evolving Learning Academy Parents' Handbook. I fully understand and agree to abide by all the policies stated in this handbook. I have read the parents handbook and fully understand it. All questions regarding the parent handbook were asked and resolved. \_\_\_\_\_ (initials )
4. Before any medication is dispensed to my child, I will completely fill out the Authorization of Medication form provided by Evolving Learning Academy I understand Evolving Learning Academy does not administer over-the-counter medications.
5. My child will not be allowed to enter or leave the facility without being escorted by the parent(s); person authorized by parent(s), or facility personnel.
6. I acknowledge it is my responsibility to keep my child's record current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status and immunization records, etc.
7. Evolving Learning Academy agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, and exposure to communicable diseases, which include my child.
8. I understand that if my child is sent home due to illness they will not be allowed to return the following day. I also understand that my child will not be admitted into care if they are suspicious of becoming ill or ill. Admission is at the discretion of the center not the parents. \_\_\_\_\_ (initials)
9. Evolving Learning Academy agrees to obtain written authorization from the parent before my child participates in routine transportation, field trips, and special activities away from the facility.
10. I agree to make my tuition payments on Monday morning. If I can't make my tuition payment on Monday evening, I will make the payment on **Tuesday** morning with a \$35 late fee before dropping off my child. I understand that if tuition isn't paid, Evolving Learning Academy will not render service. \_\_\_\_\_ (initials)
11. I understand that payments are still required whether my child is absence or school is closed for Holiday etc. \_\_\_\_\_ (initials) (**Tuition is based on a contract not attendance**)
12. I agree to pick-up my child no later than 6:00pm; if I am unable to pick up my child by 6:00pm, I will pay the late fee at my arrival.
13. I understand that a two week notice is required to terminate contract if a two week notice is not provided you will be responsible for full two weeks of tuition. \_\_\_\_\_ (initials)
14. I understand that my child will abide by uniform policy RED shirts with school logo and NAVY bottoms. \_\_\_\_\_ (initials)

(Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

(Administrator Initials) \_\_\_\_\_ Date \_\_\_\_\_

Picture/Internet Release Form I hereby grant Evolving Learning Academy permission to use photographs of my child or myself on their website, classroom and social media pages for business purposes only. I do reserve the right to later have myself and my child's photo(s) removed via a written and signed request.

Parent/Guardian (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_