



BROCK CHRISTIAN LEARNING CENTER
PARENT HANDBOOK AGREEMENT



INITIAL NEXT TO EACH LINE THAT YOU UNDERSTAND AND AGREE TO THE POLICIES LISTED BELOW

- _____ MEDICAL AND PERSONAL INFORMATION MUST BE KEPT **CURRENT**.
- _____ HOURS OF OPERATION ARE **6:30AM TO 6:30PM MONDAY THROUGH FRIDAY**
- _____ ATTENDANCE **CUT OFF TIME IS 10AM** FOR ALL CHILDREN TO BE DROPPED OFF AT BCLC
- _____ **TUITION IS DUE ON MONDAY IN ADVANCE**. A LATE FEE OF \$25.00 IS APPLIED TO TUITION NOT PAID BY MONDAY AT CLOSE. AND \$5.00 PER DAY UNTIL ALL TUITION IS PAID
- _____ SPECIAL WEEKLY ACTIVITY FEES MUST BE PAID **PRIOR** TO THE ACTIVITY
- _____ THERE IS A \$35.00 CHARGE FOR EACH RETURNED CHECK. TWO RETURNED CHECKS WILL RESULT IN YOUR ACCOUNT BEING PLACED ON A "CASH ONLY" STATUS.
- _____ BCLC CLOSSES PROMPTLY AT 6:30PM. A LATE FEE OF \$5.00 PER MINUTE PER CHILD WILL BE APPLIED IF YOUR CHILD IS NOT PICKED UP BY 6:30PM.
- _____ EVERY CHILD IN CARE **MUST** ALWAYS HAVE TWO SETS OF PLAY CLOTHES AT THE CENTER.
(SETS SHOULD INCLUDE SHIRT, PANTS, UNDER-CLOTHES, AND SOCKS. ALL ITEMS SHOULD BE LABELED)
- _____ ALL PERSONAL ARTICLES BROUGHT INTO THE CENTER **MUST** BE LABELED.
(CLOTHING, JACKETS, CUPS, BLANKET, ETC...)
- _____ FULL TUITION IS CHARGED FOR ABSENCES, REGARDLESS OF ILLNESS, VACATION, HOLIDAYS OR IN CLIMATE WEATHER CLOSINGS. NO REFUND, TUITION ALLOWANCE OR SUBSTITUTION OF DAYS, WILL BE MADE FOR VACATION, SICK DAYS, OR SCHOOL HOLIDAYS INCLUDING EMERGENCY CLOSINGS.
- _____ IF YOUR CHILD IS TO BE WITHDRAWN, A TWO-WEEK WRITTEN NOTICE IS **REQUIRED** FOR TERMINATION OF CHILD CARE SERVICES. TUITION WILL BE CHARGED REGARDLESS OF WHETHER YOUR CHILD IS IN ATTENDANCE THEIR FINAL TWO WEEKS.
- _____ WE WILL OBSERVE MAJOR HOLIDAYS. PLEASE SEE HANDBOOK FOR REFERENCES. TUITION IS NOT PRORATED DURING HOLIDAY WEEKS. WE FOLLOW BROCK ISD FOR BAD WEATHER DAYS.
- _____ PARENT/GUARDIAN HAS BEEN INFORMED OF THE GANG/DRUG FREE ZONE.
- _____ BY SIGNING THIS I AM STATING I HAVE BEEN INFORMED OF THE CENTER'S POLICIES REGARDING IMMUNIZATIONS, VISION/HEARING SCREENINGS, WATER ACTIVITIES, FIELD TRIPS, ANIMALS, AND PARENT PROCEDURES FOR VIEWING LICENSING RULES AND REGULATIONS, AS WELL AS CONTACTING DPS.

*PLEASE SIGN, DATE, AND RETURN THIS PAGE TO THE BCLC DIRECTOR

I HAVE READ THE BROCK CHRISTIAN LEARNING CENTER PARENT HANDBOOK. I ACKNOWLEDGE AND UNDERSTAND ALL POLICIES CONTAINED THEREIN.

PARENT/GUARDIAN SIGNATURE

DATE