

# MORGAN TECH CENTER

Early Childhood Education  
Child Care Lab

## DAYCARE ENROLLMENT AGREEMENT

In consideration of the monthly fees to be paid by \_\_\_\_\_  
(Parent/Guardian), hereinafter referred to as “parent(s)”, and the child care to be provided by a  
Morgan School District Child Development/Early Childhood Education Training Program,  
hereinafter referred to as the “school” for and on behalf of the child named herein and for other  
good and valuable consideration, it is agreed by and between parent(s) and the school as follows:

**Child's Name** \_\_\_\_\_ **Birth Date** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Mother/Guardian Name** \_\_\_\_\_

**Work** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Email** \_\_\_\_\_

**Father/Guardian Name** \_\_\_\_\_

**Work** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Comments** \_\_\_\_\_

**Emergency Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Others authorized to pick up child:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

## 1. CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION TRAINING PROGRAM

- a. The Early Childhood Education Training Program is a training program for high school students who will be trained as childcare workers in a daycare or preschool setting. Children served are children of employees of the Morgan School District as well as others in the community. Child Development students will have ready access to observing and seeing first-hand the developmental stages and levels of small children. Time will be spent observing the behavior of small children. Early Childhood Education students will assist and receive hands-on experience in teaching children under the direction of the Child Development Teacher and Child Development Lab Facilitator.
- b. The high school is exempt from state licensing for child care centers. The primary purpose of the school is to provide a training experience for students at the high schools.

## 2. RULES AND REGULATIONS

- a. Parent(s) have received and read the following written Rules and Regulations of the school and have had an opportunity to discuss the rules with school facilitators. School facilitators have answered any questions concerning the school. Parents agree to follow and be bound by these rules. Parent(s) agree to give ten business days written notice to cancel this agreement.
  - i. All children must be at least three years old or older by September 1 **and independently toilet-trained** to enroll in daycare. An exception of two years old and independently toilet-trained may be considered for district employees.
  - ii. Please dress children in play clothes. We often have “messy” activities.
  - iii. Children should be dressed in clothing that encourages independence. Please avoid overalls, one-piece outfits, difficult belts, straps and buttons. The most convenient clothing includes pants with an elastic waist and shoes with Velcro fasteners or slip-ons.
  - iv. Each child needs to have a complete change of clothing to be kept in the lab (underwear, pants, shirt and socks). Please make sure all items are clearly labeled with the child’s name and in a bag, which is also labeled.
  - v. Please dress your children appropriately for the weather.
  - vi. Each child will need a blanket. We have a quiet time in the afternoon for all children where they must rest quietly on their mats. Children who cannot fall asleep need

to lie quietly on their mats. Please encourage your child to cooperate with the high school teachers.

vii. **Toys, candy, and/or other “things” are not allowed in the lab.** They cause problems and can be lost or broken. If items are brought from home, they will be kept safe until pick up. There are two exceptions to this. If a child wants to bring a treat on a special occasion to share with all the children, we will keep it in the kitchen until snack time. We also allow a special “comfort” item (usually a blanket) if it helps the child with separation anxiety.

viii. In order to avoid exposing others to sickness, please keep your child home if he or she has a rash, a fever, diarrhea or vomiting, chest congestion, thick green or yellow discharge from the nose, or any other contagious condition. A child must be free of fever for at least 24 hours without the use of medication before returning to the lab.

ix. Feel free to talk to a staff member and schedule an appointment about any concerns you may have. Please be aware that when parents/visitors interrupt the class during the school day, this impedes the learning of other children. In the event the parent and/or child becomes noncompliant with staff or other children, a meeting with an administrator may be required. In the event the situation cannot be resolved, we reserve the right to request you find another placement for your child. We want this to be a positive experience for the children as well as for the high school students.

x. Schedule changes must be arranged in advance with at least one-day notice. xi.

Unscheduled drop-ins are not permitted

xii. High School Lab Hours

- Mon - Thur: 7:00 am to 4:00 pm
- Friday from 7:00 am - 1:30 pm

### 3. CHILDCARE FEES (2 - 5 yrs)

- a. A \$50 registration fee is due at registration. This is non-refundable.
- b. \$575.00 per month for full-time daycare services, which is defined as more than 20 hours per week not exceeding 37.5 hours per week. Full-time yearly tuition is figured on a flat rate amount for 180 days per school year
- c. \$ 405.00 per month for part-time daycare services, which is defined as less than 20 hours per week.
- d. Deductions **are not made** for absences, withdrawals or termination of care.
- e. Deductions are not made for short months due to school holidays.

- f. Payment is due in advance by the fifth day of each month.
  - i. a \$25 late fee will be assessed if payment is late.
  - ii. If payment has not been received by the 15th of the month, childcare services will be terminated.
  - iii. We reserve the right to send a parent to a collection agency if the final payment is not made within 2 weeks from termination or withdrawal.
- g. Late Pickup Fees: A late fee of \$5 for every 5 minutes after close or scheduled pick-up time will be charged for each full-time and part-time child. For example, a \$5 late fee will be charged for a child picked up at 4:01 pm. An additional \$5 will be charged for the same child picked up at 4:06, and so on. This fee will need to be paid before the end of the week of occurrence. In the event of an emergency, a phone call notifying the center should be made as soon as possible.

#### 4. INFANT LAB FEES (0 - 2 yrs)

- a. A \$50 registration fee is due at registration. This is non-refundable.
- b. \$750.00 per month for full-time daycare services, which is defined as more than 20 hours per week not exceeding 37.5 hours per week. Full-time yearly tuition is figured on a flat rate amount for 180 days per school year
- c. \$ 515.00 per month for part-time daycare services, which is defined as less than 20 hours per week.
- d. Deductions **are not made** for absences, withdrawals or termination of care.
- e. Deductions are not made for short months due to school holidays.
- f. Payment is due in advance by the fifth day of each month.
  - i. a \$25 late fee will be assessed if payment is late.
  - ii. If payment has not been received by the 15th of the month, childcare services will be terminated.
  - iii. We reserve the right to send a parent to a collection agency if the final payment is not made within 2 weeks from termination or withdrawal.
- g. Late Pickup Fees: A late fee of \$5 for every 5 minutes after close or scheduled pick-up time will be charged for each full-time and part-time child. For example, a \$5 late fee will be charged for a child picked up at 4:01 pm. An additional \$5 will be charged for the same

child picked up at 4:06, and so on. This fee will need to be paid before the end of the week of occurrence. In the event of an emergency, a phone call notifying the center should be made as soon as possible.

5. HEALTH HISTORY AND AUTHORIZATION FOR MEDICAL TREATMENT

a. If reasonable attempts to contact the parent(s) at the listed phone numbers are unsuccessful, the parent(s) give consent for:

i. Any necessary medical treatment to be provided by the preferred physician, or if unavailable, by any licensed physician

ii. The child to be transferred to the preferred hospital or another reasonably accessible hospital.

Child's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Child's Physician \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Child's Dentist \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Preferred Hospital \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

b. In case of serious emergency or illness, when the parents cannot be reached immediately, I hereby authorize the childcare provider to obtain emergency medical care, i.e., physician, dentist, paramedics or other authorized emergency agents.

c. Parent(s)/ guardian(s) authorize the Morgan High School Nurse and/or Morgan School District School Nurses to access and review immunization records.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ d. The

following information is given with respect to the child's medical and health history:

i. Allergies

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ii. Medications being taken (Facilitators are not allowed to furnish or deliver medication to children)

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iii. Describe any physical or handicapping problems of the child, i.e. seizures, asthma, diabetes, allergies, heart disease, respiratory illness, drug reaction, speech difficulties, etc.

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iv. Describe any pertinent social information or special needs of the child.

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v. Give instructions for the care of the above-mentioned conditions.

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e. Immunization Record: Under Utah State Law, immunizations or an immunization exempt form are required for attendance at child care facilities. The parent(s) shall submit to the school a completed official Utah School Immunization Record at time of enrollment.

**Children will not be able to attend if the immunization records are not turned in on the first day of class.**

f. Photo Release: As a parent and/or guardian I give permission to have my child photographed and/or videotaped in school generated publications.

g. Statement of Understanding: As the parent and/or guardian of the above named child, I fully understand the dynamics and risks associated with group child care. I also understand and give consent to have my child supervised and cared for by Morgan School District employees and students.

h. Enforceability: This agreement is binding on the heirs, executors, administrators, assigns,

and successors of the parties hereto and in the case of default, the defaulting party shall be responsible for attorney's fees and court costs incurred in connection with the enforcement of this agreement.

6. My Child will be attending;

a. FULL TIME \_\_\_\_\_

b. PART TIME \_\_\_\_\_

7. By signing below, all parents and/or legal guardians acknowledge that they have read, understood, and agree to abide by the terms and policies outlined in this daycare enrollment agreement.

Parent/ Guardian \_\_\_\_\_

Date \_\_\_\_\_

Parent/ Guardian \_\_\_\_\_

Date \_\_\_\_\_

MORGAN SCHOOL DISTRICT  
EARLY CHILDHOOD EDUCATION TRAINING PROGRAM

By: \_\_\_\_\_

Title: \_\_\_\_\_