

# Washtenaw Community College Children's Center

## As your child's day care provider we agree to:

- ✓ Provide written information on policies in the parent handbook and enrollment packet. (The staff screening policy is provided on the reverse side of this contract.)
- ✓ Provide a full curriculum of educational activities for your child as outlined on the daily schedule and lesson plans in each classroom and on the Center's parent information board.
- ✓ Provide a safe and healthy environment for your child.
- ✓ Provide healthy and nutritious snacks.
- ✓ Provide a two week notice, except in an emergency, if the Center must request removal of your child from the program for any reason.

## As parent(s) I (we) agree to:

- ✓ Pay my child care tuition according to the payment schedule provided.  
Payments are made at the Cashier's Office on the second floor of the Student center Building
- ✓ Notify the Children's Center in writing of special requirements needed for your child.
- ✓ Notify the Children's Center if someone other than the parent(s) will pick up my child.
- ✓ Provide all emergency contact information including work and cell phone number.
- ✓ Notify the Children's Center if my child(ren) will be absent.
- ✓ Provide a healthy and nutritious lunch if my child is here between 11:30am and 12:30pm.
- ✓ Supply the Children's Center with extra clothes, diapers, bug spray and sun screen as needed for my child.
- ✓ Notify the Center at least two weeks in advance of withdrawal from the program.  
I understand that I will be responsible for payment of tuition for the two weeks.

### Washtenaw Community College Children's Center

Signature\_\_\_\_\_

Trudi Hagen  
Director

### Parent or Legal Guardian

Signature\_\_\_\_\_

Print Name\_\_\_\_\_

Date\_\_\_\_\_

Relationship to child\_\_\_\_\_