

Children's International School

Client-Center Agreement

1. Our center is open *from 7:00 am to 6:00 pm* for children between the *ages 2 to 5 years old*. Our staff welcomes you and looks forward to working with you and your child. We have an "open-door policy" and welcome you to visit our center at any time. Please feel free to stop by and offer suggestions and talk about your concerns.
2. Each morning staff will examine the children for *illness or contagious diseases*. A child with a temperature of 101°F or higher will not be admitted to the school until *24 hours after diagnosis*. Children with chicken pox cannot come back to school for 10 days, or sooner if a doctor's note permits. The same restrictions apply for other infectious or communicable diseases; the exclusion from school is usually *24 to 48 hours*. The parent must call the school to inform us, so that we can notify other parents.
3. If a child becomes ill during the school day, the parent will be notified and expected to *pick up* the child *immediately*. If the parents cannot be reached, the emergency numbers will be called to find someone to pick up the child.
4. Any kind of *medication* will be given to the child only with *written authorization* from parent for a time period of 10 days. Medication will be labeled with the child's name and dosage, and locked up.
5. *Virginia law* requires daily *outdoor play*, weather permitting, even in winter. If a child is well enough to come to school, he/she is well enough to play outdoors. Any child not able to go outside must have a doctor's note telling us that the child is not able to go outside during certain weather conditions.
6. Parents, or authorized adult, must bring their *child into the school* each morning and *sign* them in. The child must be accompanied into his/her classroom. They must also come inside and sign their child out in the afternoon.
7. Children should not bring toys from home unless it is "*Sharing Day*". We cannot be responsible for lost, broken or misplaced toys. Only stuffed animals (properly labeled), for younger children, who are trying to adjust, should be brought from home.
8. Children should arrive at school before 9:00 am since children who arrive later will miss out on important *curriculum* activities, which *begin* promptly at *9:00 am*. If your child is going to be late due to a doctor's appointment or another event, please call the school and let us know.
9. It is the parents' responsibility to notify the Director *in writing* on any changes in phone numbers, addresses, or persons allowed (or not allowed (court order necessary)) to pick up the child.
10. We close promptly at 6:00 pm. We understand that sometimes parents have no control over traffic, meetings, etc. However, if you are running late, please make other arrangements to have your child picked up and notify us accordingly. **(There is a one time grace period of 5 minutes)**. A \$1.00 per minute late fee is *due the following day* in order for the child to return to school.

Repeated late pick-ups may result in termination. *In case, you need to notify us if you will arrive after closing.*

11. *A 2 week written notice is required if a parent wishes to terminate a child from the school.*

12. The school has the right to terminate any child who:

- Has overdue tuition;
- Is absent for more than two weeks without parental notification;
- Or
- Is a threat to other children (forcefully pushing, hitting, etc.);
- Demonstrates violent behavior (throwing objects forcefully);
- Raises their hand to adults (physically hitting or kicking an adult);
- Uses abusive language towards staff and peers; and/or
- Bites more than three (3) times.

Parents will be notified of such behavior before termination becomes effective.

13. Each year in September, an "*Activity Fee*" is required from returning students.

14. While every effort will be made to answer parental concerns, disrespectful, discourteous and uncooperative attitudes on the part of the parent/guardian towards the director or staff shall be grounds for termination of the child.

15. Children's International School is *not responsible* for a child's injuries if sustained off premises and after hours while a staff member is hired by a parent as a "*babysitter*".

IMPORTANT: Due to liability regulations, staff is not permitted to sign out a child who is enrolled in our program, and staff is not allowed to transport (walk, drive, taxi, public transportation, etc.) the child from school to another destination.

16. Children need to bring a *change* of appropriate *seasonal clothing* to the center marked with the child's name. For the comfort of the child, please make sure that he/she dresses in appropriated play clothes and comfortable shoes. Sandals or open-toed shoes should not be worn since it is difficult to run and climb on the outside playground.

17. Since children engage in "messy activities", please make sure that the children wear *play clothes* and also have a smock or an old shirt to wear during art.

18. Please provide a *cover* (sheet, towel or blanket) for your child's cot.

19. Please dress for the weather. During cold weather, make sure that your child has a coat, hat, mittens, scarf, etc.

20. Please bring a box of *tissues* with your child(ren) on the first day of school.

Signature of Parent/Guardian

Name of Child

Date