



Christ Lutheran Learning Center

510 Luther Drive
Georgetown, Texas 78628

(512) 863-4947

P. O. Box 895
Georgetown, Texas 78627

July 31, 2009

Dear Parents:

Please read the attached Parent Handbook and sign and return this form. This form must be returned on or before your child's first day of school. No child will be allowed to attend class without a signed form. Below is an overview of some of the school's policies. If you have any questions regarding any of the policies in our Parent Handbook, please talk to the Director before signing this agreement.

- Your child's Admission Information, Child History, signed Discipline and Guidance form, and signed Parent Handbook policy form must be turned in on or before Open House. If not, the child will not be allowed to attend until these forms are returned.
- All children enrolled in the three and four year old classes **must be** toilet trained.
- Tuition is due by the 10th of each month. Payments received after the 10th are subject to a \$25.00 late fee. A \$25.00 service fee will be charged for returned checks.
- There are **no** refunds for illness, absences, or withdrawals.
- Notice of withdrawal must be given to the Director at least two weeks (14 days) prior to leaving. If your two weeks notice (14th day) is after the first of the next month, the following month's tuition will be prorated.
- If your child is not picked up by 12:40 p.m., you will be charged \$1.00 per minute per child as a late pick-up fee.
- Written permission is necessary before anyone other than parents or other designated person may take the child. If an emergency arises during school hours, please notify us of any changes.
- A child who has fever, sore throat, or any other symptoms of contracting a contagious disease should not be sent to school. A child should be free of symptoms for 24 hours before returning to school.

I, _____, have read, understand, and will abide by the policies in The Learning Center Parent Handbook.

Signed: _____ Dated: _____