

liability, attorney fees, damage or cost that they (or any of them) may incur out of or related to the babysitting services offered by employees outside the scope of work offered at Little Ones Learning Center.

Withdrawal Policy

Parents withdrawing their child for any reason during the year should provide the Center with a minimum of two weeks written notice. Tuition will continue to be assessed throughout this period. If you withdraw your child without providing a two week notice, you are still responsible for the two week's tuition.

We may also withdraw children based on serious infraction of policies set forth, non-payment of tuition, or severe incidents with a child or family member. In the case of a child with extreme behavior, every attempt will be made within the classroom to modify behavior and guide the child with age appropriate expectations. It is expected that families will conference and work with the teacher and others to find a plan that will best guide the child's behavior.

Children's Files

Files are kept on each child. The file will contain the application, informational forms, emergency and release forms, signed parental consent forms, child information record, certificate of immunization, completed medication forms, incident reports, assessment forms, anecdotal reports, and other records and documentation. Information regarding special situations will not be released without a subpoena.

Sign-in/Sign-out

Parents are required by law to bring their children to their classrooms, to sign them in upon arrival, and to come into the Center to sign them out prior to departure. The only people other than a child's custodial parents who are authorized to take the child from the Center are those people designated in writing in the child's record. You may list as many people as you wish. We will not release children to a person who is visibly impaired due to a medical condition, alcohol consumption, substance abuse, prescription drugs or other causes. In the event the parent or legal guardian is impaired we will call individuals designated on the release form.

Photography Release

You grant permission for the above named child to be photographed or videotaped in connection with the daily learning activities for the purposes of the classroom, news releases, reporting, assessing the progress of the children and the program. Photos may be used for marketing and media purposes and may involve filming by media outlets. We also will use photos in conjunction with social media. Seasonal photos of your child will also be available for purchase. Photographers who take school pictures for parents to purchase are in no way connected with the center and we provide this service as a service to our parents. Financial considerations are between the parent and the photographer.

Quality Assurance

Little Ones Learning Center is committed to provide a high quality program that meets to the greatest extent possible children's and family needs. In case of concerns, first discuss the situation with your child's teacher. If the problem is not resolved, discuss the situation with the

(Angel Tree)

? Social Media. Not disclose the full name of a child.