



Making A Difference Step By Step LLC
 Virginia Beach & Norfolk, VA
 Phone# (757) 340-2638 & (757) 937-0308



ATTENDANCE POLICY & PARENT AGREEMENT

Name of Child(ren): _____

The hours your child will be receiving care are as follows: M T W TH F

Parents/Guardians Name: _____ Cell#: _____

If for any reason the Child Day Center will be closed, the Director will notify you by:
Written Notification or Phone Call, detailing the reason for closure.

Additional schedule information (holidays, training days, vacation, etc.) is as follows:

- New Year’s Day
- Martin L. King Day
- President’s Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Last week of December

Attendance: We anticipate that your child will attend the Child Day Center every day that he/her is scheduled. If your child will not be attending the Child Day Center, it is your responsibility as the Parents/Guardians of the child to contact the office to excuse your child. If the child is absent more 3 days due to illness they cannot return unless accompanied by a doctor’s note as stated in the Parent Handbook. Three Days of **No Show/ No Call** your child will be terminated and will have to be reregistered. There is **NO TUITION ADJUSTMENTS DUE TO ABSENCE OR FAMILY VACTIONS.**

Tardiness: The Teacher plans for a full day of activities. The Child Day Center cut off time is 9:30 am. We understand that life happens outside of the Child Day Center, it is the Parents/Guardian Responsibility to inform the Child Day Center when the child will be arriving late. Please refer to the Parent Handbook.

Initial Enrollment Fee: \$125.00 Wkly Tuition Fee: \$ _____ Starting Date: _____

Drop-In Fee: \$ _____ Discount: _____

Summer:\$ _____ Date: _____

Note: _____

Payment will be due Monday for that week of care. A \$45.00 Late Fee will apply if payment is not received by Tuesday at pick up. (Refer to the Parent Handbook) Your annual \$95.00 Registration Fee is due annually in January.

A \$5 Late Fee will apply for every 10 minutes after 6pm that you are late to pick-up your child from the Child Day Center.

By signing this, you are documenting that we are in agreement about the hours your child will receive care, and the rates you will be paying for that care. You are also stating that you understand the policies regarding late fees, termination, and any other issues documented above.

 Parent Signature

 Date

 Director Signature

 Date