

GENERAL POLICIES AND PROCEDURES

1. I hereby agree to complete and keep current all Marblehead Children's Center forms including Registration, Face Sheet, Emergency Authorization, Developmental History, Authorization and Consent Form, Field Trip Permission and Health Form.
2. Parents are expected to bring their children into the building and see that the child is under the supervision of the teacher before leaving the premises. All children must use the time clock upon arrival and departure.
3. Children who become ill may not remain at the Center. The parents will be called to pick up the child. Children absent from school with a contagious disease will not be readmitted without a signed statement from a physician indicating that the child is no longer contagious. This policy is strictly enforced. Arrangements should be made with an alternate person who can pick up your child should your child need to go home and you are not available.
4. If your child is sick or not coming to school, we ask that you make every effort to notify the Center before 9:00 AM.
5. Each child must have a change of clothing that is left at the Center to be used for emergencies. All clothing must be marked. The Center is not responsible for unmarked clothing. Children should wear durable, washable, comfortable clothing and rubber-soled shoes.
6. The Center will be closed for eleven (11) holidays: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Day, the Day after Christmas. There will be no tuition adjustment for the holidays.
7. The Center will be open during snow storms with the exception of a "snow emergency" as proclaimed by the Governor. The snow conditions may necessitate delayed opening and/or early closing depending on the severity of the storm. There will be no adjustment in tuition for shortened hours during a snow storm. Listen to radio station, WESX 1230, on the AM dial, for information regarding delayed opening and/or early closing of the Center.
8. At no time will your child be released to any person who is not on your child's Emergency List. The Center reserves the right to require identification for pick-up by anyone other than the person(s) normally responsible for pick-up.
9. Marblehead Children's Center will administer prescription medication if the parent has completed an Authorization for Medication form. Non-prescription medication must be accompanied by an Authorization for Medication form signed by the child's physician.
10. This agreement may be changed by Marblehead Children's Center to comply with governmental regulations or for any other reason.

I have read, understood and agree to comply with the general policies and procedures above.

Parent's Signature and Date