

### Parent Guidelines

These are some of the rules First Steps Early Learning Center LLC asks that all parents follow. By signing this form you are agreeing to the following terms.

- ✓ \$25.00 Yearly Enrollment Fee
- ✓ Payments are due Monday morning
- ✓ Parents provide the following:
  - Bottles (under 1 year old)
  - Formula (if providing your own) (under 1 year old)
  - Wipes
  - Diapers
  - Extra Clothes
  - Sleeping bags (over 1 year old)
  - Snow pants, boots, coats, hat and mittens
- ✓ If child is missing any of the above items there will be a \$1.00 charge per item per day until items are brought in.
- ✓ Schedules are due Wednesday by 5:45 pm for the following week. If schedule is not turned in on time we may not have room for your child on the days you need.
- ✓ First Steps is closed on the following days:
  - New Year Eve Day
  - New Year's Day
  - Memorial Day
  - Labor Day
  - 4<sup>th</sup> of July
  - Christmas Eve Day
  - Christmas Day
  - Thanksgiving Day
  - Day after Thanksgiving
- ✓ Call by 9:00am if your child will not be at First Steps for the day
- ✓ There is a \$3.00 per minute charge for each child not picked up by 5:45 pm. This must be paid before the child may return to First Steps.
- ✓ I have received a copy of the parent handbook.

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Parent Signature

Date: \_\_\_\_\_