



Elsass Academy Preschool/ASC Enrollment Forms

A Preschool Kids Want and Parents Hope For!

Director's Name:		Date of Admission:	
Child's Name:	Child's Sex (circle one) M F	Date of Birth	Hours/Days in Care
Address		City	
State	Zip	Home Phone	
Mom's Name		Dad's Name	
Mom's place of employment		Dad's place of employment	
Wk Phone	Cell Phone	Wk Phone	Cell Phone
Email Address		Email Address	
Emergency Contact	Relationship	Phone	Phone
Emergency Contact Address			
Emergency Contact	Relationship	Phone	Phone
Emergency Contact Address			
I hereby authorize Elsass Academy to release my child to the following people			
1.	4.		
2.	5.		
3.	6.		
Parent Signature:		Date:	

Child's Name _____

Preschool Information: Homeroom Color _____

After School Care Information: Elementary School: _____

Grade: _____ School Address: _____ Phone: _____

List any other special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries during the past 12 months, any medications prescribed for long-term continuous use and any other information that staff should be aware of:

ASSUMPTION OF RISK, RELEASE AND INDEMNIFICATION

Please Read and Sign:

All precautions will be taken to prevent injuries. Simple first aid will be administered to all minor injuries and parents and/or doctors will be called when necessary. However, in the event that Elsass Academy/Crenshaw Athletic Club must make arrangements for emergency medical attention at the time of illness or accident, I hereby authorize Elsass Academy/Crenshaw Athletic Club to take my child to Dr. _____ Address _____
Phone _____ or _____ Hospital. In return for the use, today and on all future dates, of the property, facilities and services (the "Facilities") of Elsass Academy, In. ("Elsass Academy")/ Crenshaw Athletic Club, Inc. ("Crenshaws"), the undersigned, for himself/herself, and on behalf of his/her children, heirs, assigns, and legal representatives, hereby expressly agrees to:

- (1) ASSUME ANY AND ALL RISKS TO HIMSELF AND HERSELF AND/OR MY/OUR CHILDREN INVOLVED IN OR ARISING FROM OR MY USE OR MY CHILD'S USE OF OR PRESENCE UPON THE FACILITIES, INCLUDING, WITHOUT LIMITATION, THE RISK OF BODILY INJURY, PROPERTY DAMAGES OR DEATH. I/WE HEREBY AFFIRM THAT I/WE UNDERSTAND THE INHERENT HAZARDS OF ACCIDENTAL INJURY IN CONNECTION WITH ACTIVITIES OR BEING ON THE FACILITIES. I/WE UNDERSTAND THAT ANY ACTIVITY WHICH INVOLVES HEIGHT, MOTION OR WATER CREATES THE POSSIBILITY OF ACCIDENTAL INJURY. I/WE ARE FULLY AWARE OF AND APPRECIATE THE RISK OF CATASTROPHIC INJURY, PARALYSES, AND EVEN DEATH AS WELL AS OTHER DAMAGES AND LOSSES ASSOCIATED WITH THE PARTICIPATION AT ELSASS ACADEMY/CRENSHAW AND/OR BEING ON THE FACILITIES.
- (2) RELEASE ELSASS ACADEMY/CRENSHAW AND ALL OF ITS SUCCESSORS, ASSIGNS, SUBSIDIARIES, OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS FROM, AND AGREE NOT TO SUE THEM ON ACCOUNT OF OR IN CONNECTION WITH ANY CLAIMS, CAUSES OF ACTION, INJURIES, DAMAGES, COSTS OR EXPENSES ARISING OUT OF MY/OUR OR MY/OUR CHILD'S USE OF OR PRESENCE UPON THE FACILITIES, INCLUDING, WITHOUT LIMITATION, THOSE BASED ON DEATH, BODILY INJURY OR PROPERTY DAMAGES; WHETHER OR NOT CAUSED BY THE NEGLIGENCE OR OTHER FAULT OF ELSASS ACADEMY/CRENSHAW, OF ITS AGENTS, EMPLOYEES, OR SERVANTS, WHETHER PAID OR VOLUNTEERS.
- (3) INDEMNIFY, HOLD HARMLESS, AND DEFEND, AT MY/OUR OWN COST, ELSASS ACADEMY/CRENSHAW, ITS AGENTS, EMPLOYEES AND SERVANTS FROM ANY AND ALL LIABILITY, DAMAGES, LOSSES, CLAIMS, JUDGMENTS, COSTS OR EXPENSES, INCLUDING ATTORNEY'S FEES, WHICH IN ANY WAY ARISES FROM MY/OUR OR MY/OUR CHILD'S USE OF OR PRESENCE UPON THE FACILITIES, IRRESPECTIVE OF WHETHER SUCH LIABILITY, DAMAGES, LOSSES, CLAIMS, JUDGMENTS, COSTS OR EXPENSES WERE ACTUALLY OR ALLEGEDLY CAUSED WHOLLY OR IN PART THROUGH THE NEGLIGENCE OF ELSASS ACADEMY/CRENSHAW OR ANY OF ITS AGENTS, EMPLOYEES OR SERVANTS, WHETHER PAID OR VOLUNTEERS.

I have read and understand this agreement. I also understand a copy of this agreement will be made available for me at my request.

Signature of Parent: _____ **Date:** _____

Immunization Records: I certify by signing below that my school-age child's immunization record is current and on file at the following Elementary School: _____ I acknowledge that my child has been seen by his/her pediatrician, Dr. _____ At the following address, _____ phone _____
Within the past calendar year and is free of any illness or condition that would limit his/her participation in our program.

Signature of Parent or Legal Guardian: _____ **Date:** _____

Child's Name: _____

Transportation: I hereby give do not give my consent for my child to be transported and supervised by facility's staff: on Field Trips From School to/from Crenshaws.

Water Activities: I hereby give do not give my consent fro my child to participate in water activities:
 Splashing Pools Wading Pool Swimming Pools Other bodies of water provided by Elsass Academy

Signature of Parent or Legal Guardian: _____

Publication, Video and Internet Consent and Release Agreement: Students who attend Elsass Academy and Crenshaw Athletic Club are occasionally asked to be a part of school/club publicity, publications and/or public relations activities. For example, pictures and articles about the school/club activities may appear in Elsass Academy and/or Crenshaw Athletic Club Newsletters or local media. Please indicate and sign below whether or not your child's name, picture, art, written work, voice, verbal statements or portraits (video or still) may be given to the media or to appear in Elsass Academy and/or Crenshaw Athletic Club publications, Videos or on the school's website.

I grant permission as outlined above I do not grant permission as outlined above

Signature of Parent or Legal Guardian: _____

Sign Out Forms: I understand that I must sign my child out each day on the sign in/out sheet provided. I also understand that I must let my child's teacher know that my child is leaving for the day and not call my child away from the group over the fence or from the parking lot. I understand that my child will not be allowed to leave the group under these circumstances. It is the policy of Elsass Academy and the Texas Department of Protective and Regulatory Services that all children must be accompanied by an adult and supervised at all times while on the property including inside the buildings, on the playgrounds and especially in the parking lot.

Signature of Parent or Legal Guardian: _____

I have received a copy of Elsass Academy's Operation Policies. I have read, understand and agree to abide by these policies.

Signature of Parent: _____ **Date:** _____

NUTRITIONAL POLICY: Elsass Academy does not provide lunch for students. I understand that as a parent/legal guardian, I am responsible for meeting the daily nutritional needs of my child. I understand that Elsass Academy is not responsible for the nutritional value of the meals I send nor is it responsible for meeting my child's daily nutritional requirements.

Signature of Parent: _____ **Date:** _____

Welcome to Elsass Academy North Central!

If you have any questions or concerns please feel free to contact us at 452-5437!

Discipline and Guidance Policy for _____

Name of Operation

- ◆ Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.

- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

- parent employee/caregiver household member of child-care home

Operational Policies as required by DPRS

*Elsass Academy
831 Houston St.
Austin, TX 78756
(512) 452-5437*

1. Hours, days, and months of operation: School hours are 7:00 a.m. until 6:30 p.m. Elsass Academy is open year round, Monday- Friday. Elsass Academy is closed in observance of the following holidays:

Labor Day	Thanksgiving and the following Friday
New Year's Eve	*Christmas Eve
New Year's Day	*Christmas Day
Good Friday	Memorial Day
Independence Day (July 4 th)	

* If Christmas day falls on a Thursday, Elsass Academy is closed the following Friday.

2. Procedures for release of children: All students enrolled in Elsass Academy fill out an enrollment form. Part of the information requested on this form is a list of individuals and their phone numbers who are allowed to pick up the child. Individuals picking up children are asked to show a photo ID, and are checked against the child's pick up information on their enrollment form. If there is any change in the normal routine of picking up a child, Elsass asks to be notified in writing, in person, or by phone. Also, notify Elsass Academy of any unusual circumstances.

3. Illness and exclusion criteria: Elsass Academy sends children home and asks parents to keep children at home for the following reasons: Contagious disease, 100+ degree fever (must be fever free for 24 hrs. or return with a doctor's note), vomiting or diarrhea, rash (unless diagnosed as non-contagious with doctor's note), discharge from eyes or ears, head lice (no live lice). If your child is not well enough to participate in school activities, he/she is not well enough to be at school. We do not have the additional staff necessary to watch recovering children. If a child becomes ill while at school, Elsass will place the child on their cot, in the office. Parents will be contacted via contact phone numbers on the enrollment form. If parents cannot be located, Elsass will call emergency contact individuals listed on the child's enrollment form. In the event a child needs emergency care, Elsass will call 911 and then the parents.

4. Procedures for dispensing medication: Elsass Academy will administer medicine prescribed by your child's physician. You must sign a medical permit authorizing us to dispense the medication. The medication chart is located in the cafeteria for preschool and after school care children. The children in the Purple and Yellow groups will find their medication charts in their own classrooms. The medicine must be in the original container, clearly stating the prescribed dosage, child's name, date and the doctor's name. Medicine is administered at noon and 3:00 p.m. No over the counter medicine will be administered without a doctor's note. Elsass employees will administer the medicine as signed in by the parent and noted on the bottle. The employee will then document this and sign the medicine chart. If the medicine is not given, the employee will document the medicine sheet with the words, "not given."

5. Procedures for handling medical emergencies: In the event a child requires emergency medical treatment, Elsass Academy will call 911, and then the parents of the child. Elsass Academy will follow all recommendations of the emergency individuals in the absence of the parent.

6. Procedures for parental notifications: Parents are notified of necessary information in a variety of manners. Parents have a "Parent Pocket" located in their child's classroom; information is disseminated to the parent via this pocket. Information a parent can expect to find is monthly newsletters, notes from teachers, accident reports, daily reports, news or information from the office, fieldtrip notices, and various reminders. Parents can also find notifications and information on the large wall calendar located at the front office. Notices, reminders, and a variety of other information are also posted on the front door and the classroom bulletin boards. If a parent needs to be notified of an ill child or emergency, Elsass Academy will call the parent using the phone numbers provided on the child's enrollment form.

7. Discipline and guidance practices: Elsass begins the discipline process by creating an atmosphere where the children are engaged in activities throughout the day. Teachers use positive reinforcement to acknowledge accepted and outstanding behavior. When a situation is non-threatening to another or mild in nature, teachers may choose to use re-direction. Teachers also work with children helping to interact positively with peers. Children with excess negative energy are allowed to release this energy in a safe place. Time out is used only as a last resort. If a particular problem continues to exist, children are directed to the office for time-away from the classroom and the child's parents are notified via a phone call.

8. Meal and food service practices: Elsass Academy provides a morning and afternoon snack. Juice is served with all snacks. Snack menus are posted on the refrigerator door. Children too young to eat table food or requiring specialized diets are requested to provide their own snacks. All children bring their own lunch. Elsass provides refrigerators to keep the lunches cool and microwaves for lunches needing to be heated. Elsass also provides all the paper products; cups, spoons, napkins, etc. Milk is provided with lunch. Parents are asked to send nutritious lunches aimed at meeting the child's dietary needs.

9. Immunization requirements: Elsass Academy follows the Texas Department of Health Immunization Requirements for children. A copy of the minimum vaccine requirements for Texas Children is attached to this document. Please note: A child must meet all the immunization requirements shown for an age group upon first entering the age group.

10. Tuberculin testing requirements: Requirements for tuberculosis screening and testing vary across the state. The Texas Department of Health does not require tuberculosis testing for children attending a childcare center in this region.

11. Hearing and Vision screening requirements: The Special Senses and Communication Disorder Act, Texas Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial or denominational school or in a Texas Department of Protective and Regulatory Services licensed day care center and group day care home in Texas, or who meet certain grade criteria must be screened or have a professional examination for possible vision and hearing. The requirements for Vision and Hearing Screening apply each year for children enrolled in any licensed day care center or group day care home. Screening is required for children who are four years old by September 1 and within 120 days of admission. Elsass Academy requires that all children ages 4 and 5 that are in our preschool will take the Vision and Hearing Screening provided at Elsass Academy by Kathleen Tacquard and Associates. Kathleen Tacquard does charge a fee for this service. Parents will be asked to pay directly to Kathleen Tacquard and Associates for this service in September, and the Hearing and Vision Screening will be conducted each October.

12. Enrollment procedures, including how and when parents will be notified of policy changes: A \$100.00 registration fee (\$50.00 for after school care) is required for all children enrolling in Elsass Academy. This is a non-refundable fee. There are several required enrollment forms, which must be filled out and signed by the child's parent. A copy of the child's immunization records and a health statement from the child's physician are also required. Parents are given a copy of the policies and a parent handbook. In the event a change in policy is made, parents will be notified in writing. Parents are required to sign documentation that they have received and understand the change in policy.

13. Transportation: Elsass Academy schedules several lessons, fieldtrips, and events requiring the Academy to transport children off site. Transportation is provided by van or bus. The vans are equipped with car seats when necessary. The bus is equipped with seat belts. All van drivers have excellent driving records. The bus driver is certified CDL driver. On all trips away from Elsass, the teacher accompanying the children is versed in CPR and First Aid. Many times the van or bus driver is also versed in either or both CPR and First Aid. Vans are kept in good condition with current insurance, tags, and inspections.

14. Water activities: Swimming lessons are provided as part of the educational program at Elsass Academy. Swimming lessons are twice a week for thirty minutes in the summer. Lessons are taught by Red Cross Certified Water Safety Instructors. There is always a certified lifeguard on duty at the pool. The pool is locked when not in use. Children have free swim three days per week during the summer. During free swim, a lifeguard and one other teacher versed in CPR, First Aid, and Water Safety are on duty at the pool. Parents are invited to join children anytime during the summer for free swim. Several other fun water days are scheduled during the summer. Parents are notified of water days by newsletter, teacher notes placed in Parent Pockets, and/ or on classroom bulletin boards.

15. Fieldtrips: Fieldtrips are scheduled as part of the educational program at Elsass Academy. Examples of some fieldtrips are the 5th Street Fire Department, Pumpkin Patch, Pioneer Farm, and Tree Farm. Parents are notified well in advance of fieldtrips. Fieldtrip addresses and phone numbers are posted on the front door and the main bulletin boards. Children are transported for fieldtrips via vans. Car seats are provided by Elsass when necessary. Parents are always invited and encouraged to attend fieldtrips.

16. Animals: Elsass Academy believes raising and caring for animals is an integral part of the learning process. Classrooms may have, but are not limited to fish, birds, hamsters, gerbils, rats, rabbits, mice, snails, and spiders. Seasonally, classrooms may hatch and/or care for caterpillars. Animals are cared for in a clean and healthy environment. Children are taught the correct manner for handling and caring for various animals.

17. Review and discussion of concerns or policies: The Director is always open to review or to discuss any concerns or questions concerning policies or procedures of the child care center. Either the Director or Assistant Director is almost always on site and available to assist parents. Parents are welcome to visit with the Director when dropping off or picking up their children. Parents can schedule a conference, email or phone the school.

18. Elsass Academy adheres to an open door policy. Parents are welcome to visit Elsass Academy at any time during the childcare center's hours of operation to observe their child, the childcare center's operation, and program activities. Prior approval or a scheduled appointment is not necessary.

19. Parent Participation: Parents are encouraged to visit Elsass Academy and participate in activities and operation. A prior arrangement with the teacher or Director is not needed for attending fieldtrips, participating in free swim, lunching with children, attending scheduled class parties or general visitation throughout the day. Parents wishing to teach a class, provide a project, or assist in a scheduled project should schedule with the child's teacher a time and date that is appropriate.

20. Procedure for review of minimum standards and DPRS Licensing Report: The most recent local DPRS Licensing inspection report is displayed on the front bulletin board for all to read. Parents are welcome to stop and read the report at anytime. Parents are welcome to ask to review a copy of minimum standards. Elsass Academy does ask that the copy of minimum standards remain at Elsass. Elsass will provide parents with the copy of minimum standards to review while the parent is on site.

21. Instructions for contacting the local Licensing office, PRS child abuse hotline, and the DPRS website: If you are displeased about something that has happened at the facility, talk about these things with facility staff. There may be a misunderstanding that can easily be resolved. If the situation isn't resolved and you believe minimum standards are not being met, call the local PRS office. They will handle your call discreetly. A licensing representative will investigate your complaint. The licensing representative may need to interview you and your child and may also interview other children at the facility.

22. DFPS requires Elsass Academy to inform you that we are a Gang free Zone. The state of Texas requires all Child Care facilities inform parents and guardians that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of Elsass Academy is a violation of the law and is therefore subject to increased penalty.

23. In an effort to keep all of the children that attend Elsass safe it is our policy that no one with a sexual criminal history is allowed in our building at any time. This policy can and will be enforced with the help of local police.

24. Elsass Academy adheres to the belief all parents have the right to breastfeed or provide breast milk for their child while in care at our facility. A breastfeeding room or nook is provided off of the infant room for parents who wish to breastfeed in private. This room is equipped with a rocking chair, radio and TV for convenience. Parents are also welcome to breastfeed in the classroom.

25. Emergency Preparedness plan for Elsass Academy North Central: Elsass Academy has an emergency preparedness plan to ensure the safety of children during an emergency.

- A. Fire: In the event of fire, smoke, gas, etc. The children will be evacuated from the building. Each classroom has a specific place to gather. Relocation diagrams are located in each classroom, the office and available on request.
- B. Tornadoes/Bad Weather: The dance room is located in the middle of the building. There are no windows in the dance room. All children and staff are to relocate to this area in the event of inclement weather such as tornadoes, high winds, hurricanes, etc.
- C. Medical Emergency: In the event of a medical emergency all staff are advised and prepared to call 911. All classrooms are equipped with a phone that will dial out to 911. Parents will also be notified immediately. Elsass will follow the instruction of 911 and/or proceed as learned in First Aid courses.

- D. Communicable Disease Outbreak: In the event of a communicable disease outbreak, Elsass Academy will call the Texas Department of Health and follow the plan as advised by the Health Department. This typically includes a letter to all parents and an authorization date from the Health Department for the child/children to return to child care.
- E. Intruder with weapon: In the event an intruder threatens the safety of staff or children, all staff are advised and prepared to call 911. Elsass will follow the advise of 911. In addition if a staff member can, they will announce code "red" or if teachers hear the commotion, teachers are to shut off lights in room, close doors, close blinds, help children get down low and behind shelving, in closet type areas or any other close safe area. Teachers will also help children to stay quiet.
- F. Explosion or Chemical Spill: In the event of an explosion or chemical spill in our area all staff are advised and prepared to call 911. We will follow the advise of 911. In addition we will keep all children in the building, in the dance studio and away from all windows, if this is in accordance to 911. In the event the explosion is on site, Elsass will react as dictated for a fire emergency.
- G. Relocation: In the event, Elsass is advised to relocate or the building becomes uninhabitable all teachers, staff and children will be relocated to Crenshaw's Athletic Club. Everyone will be relocated via bus, van or personal vehicle. Crenshaw's Athletic Club is locate at 5000 Fairview, Austin, Tx 78731. Phone number: 512-453-5551. Children will be transported using the same guidelines for accounting for children as is designated for field trips.
- H. Essential Documentation: All teachers keep a roll book with them at all times, including any evacuations. This roll book contains all children's parent contact numbers, emergency contact numbers and authorization for emergency care. Teachers mark the time each child arrives and departs the school in the roll book. Each arrival and departure is validated with the teacher's initials.
- I. Communication: Communication with anyone other than 911 will take place as soon as Elsass is authorized it is safe to make phone calls. Parents of all students in attendance will be called first. Once everyone is accounted for and all parents and authorities have been notified, Elsass will contact DFPS. All contacts will be made via phone. The phone number for contacting Elsass Academy in the event of an emergency is 512-452-5437.

Most day care facilities, like most parents, take good care of children. Child abuse is rare, and it is very unlikely anything will happen to your child. If you do suspect your child has been abused or sexually molested, report the situation immediately. Use the toll-free Child Abuse Hotline number (1-800-252-5400), available 24 hours a day. The situation will be investigated immediately and you will be given referrals or recommendations for help for your child and family if necessary.

Local Licensing office: 1-800-862-5252 or (512) 908-9650
Child Abuse Hotline: 1-800-252-5400
DPRS website: www.tdprs.state.tx.us

Child's Name _____ DOB: _____

Please fill out this questionnaire. It will help us get to know your child a little better. If you have any questions, please ask.

1. What are you most proud of about your child?

2. Where is your child's favorite place to play?

3. What activities do you most like to share with your child?

4. Is there a favorite friend or relative that your child might talk about, real or imaginary?

5. What does your child do when he or she is upset, and how is he or she best comforted?

6. Is there something that your child just learned that is important to him or her?

7. What would you like your child to get out of this year's program?

8. Is there anything else that you would like us to know about your child?

9. What might you like to do in our program – share a skill, hobby, read a story, or just visit?

10. Do you have any pets, and what are their names?

Siblings:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Parent Comments: _____

Elsass Academy Tuition Policies

I understand the following policies regarding tuition, payment of tuition, and withdrawal of my child from Elsass Academy.

My tuition is due by the 5th of each month. In order to deduct a \$25.00 discount from my tuition, I understand my check must be received in the office PRIOR to the first day of the month for which tuition is due. ANY TUITION RECEIVED ON THE FIRST DAY OF THE MONTH AND PRIOR TO THE 5TH OF THE MONTH MUST BE SUBMITTED AT THE PUBLISHED RATE.

My child's supply fees and registration fees are nonrefundable.

I will be charged a late fee of \$15.00 if my tuition is not received by the 5th of the month for which it is due. I will be charged an additional \$10.00 if tuition is not received by the 15th of the month for which it is due. On the 16th of that month, Elsass Academy may discontinue my service if tuition continues to be unpaid.

I will be charged a \$30.00 fee for all returned checks, and will include this fee with my cashier's check or money order to replace my returned check. Under no circumstances will a returned check be re-deposited.

To withdraw my child from Elsass Academy, I will give a 30-day written notice. *I understand that if I fail to give the 30-day written notice, I will be financially responsible for the following month's tuition.*

Elsass Academy closes promptly at 6:30 p.m. each day. I understand that a \$1.00 per minute late fee is charged if I am late picking up my child. This fee is paid directly to the staff member remaining with my child and not to Elsass Academy.

I have read, understand, and agree to adhere to the above policies.

Parent's Signature

Date

In order to pay by check, please fill in your current driver's license number and state of issue:

Driver's License #

State of Issue

Staff Witness

Date