

**PRIME CARE LEARNING CENTER III**

2115 Rockbridge Road  
Stone Mountain, GA. 30087  
PHONE (770) 469-2000

**For Office Use Only Reg.#** \_\_\_\_\_

Policy Agreement Signed \_\_\_\_\_  
Birthday Records Complete \_\_\_\_\_  
Registration Fee Paid \_\_\_\_\_  
Registered by \_\_\_\_\_

**SCHOOL YEAR 2009/2010**

- New Enrollment**
- Re-enrollment**

**REGISTRATION FORM**

Child's Full Name \_\_\_\_\_

Address \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle Name \_\_\_\_\_  
Apt# \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Child's SS# \_\_\_\_\_

Does child live with: Check one ( ) Both Parents ( ) Mother ( ) Father ( ) Other If other please give details:

\_\_\_\_\_  
\*\*\*\*\*

**PARENTS INFORMATION**

Father's Full Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I) \_\_\_\_\_ Email \_\_\_\_\_

Fathers SS# \_\_\_\_\_ Drivers License# \_\_\_\_\_ State \_\_\_\_\_

Phone (H) # ( ) \_\_\_\_\_ (W)#( ) \_\_\_\_\_ Pager \_\_\_\_\_ Cell# \_\_\_\_\_

Home Address \_\_\_\_\_ Apt.# \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Full Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I) \_\_\_\_\_ Email \_\_\_\_\_

Mother's SS# \_\_\_\_\_ Drivers License \_\_\_\_\_ State \_\_\_\_\_

Phone (H) # ( ) \_\_\_\_\_ (W)#( ) \_\_\_\_\_ Pager( ) \_\_\_\_\_ Cell# \_\_\_\_\_

Home Address \_\_\_\_\_ Apt.# \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

\*\*\*\*\*

**CHILD'S RELEASE AUTHORIZATION**

The Child may be release only to the person(s) signing this application or to the following persons: Prime Care has my permission to release my child to the following people if and when I cannot be reached at pickup time or in emergency. Any person picking a child up must be 18 years of age and of sound mind. That Prime Care has my permission not to release my child to any person they suspect not to be of a sound mind due to drug or alcohol.

| <u>Full Name</u> | <u>Telephone #</u> | <u>Relationship</u> | <u>Address</u> |
|------------------|--------------------|---------------------|----------------|
| _____            | _____              | _____               | _____          |
| _____            | _____              | _____               | _____          |
| _____            | _____              | _____               | _____          |
| _____            | _____              | _____               | _____          |
| _____            | _____              | _____               | _____          |
| _____            | _____              | _____               | _____          |
| _____            | _____              | _____               | _____          |
| _____            | _____              | _____               | _____          |

**EMERGENCY CONTACT WHEN PARENTS CANNOT BE REACHED**

Name \_\_\_\_\_ Phone (H) # ( ) \_\_\_\_\_ (W)( ) \_\_\_\_\_ Cell# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone (H) # ( ) \_\_\_\_\_ (W)( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Name of public or private school your child attends, if any (Before and After Schoolers Only)

\_\_\_\_\_

**TELL US ABOUT YOUR CHILD**

Has your Child been in Child Care Center before? \_\_\_\_\_ Name of the Center \_\_\_\_\_  
List other children in the family (Name, Age,  
Sex)(1) \_\_\_\_\_ (2) \_\_\_\_\_  
(3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_

— Your child’s favorite toys are \_\_\_\_\_ What is parent’s method of discipline \_\_\_\_\_

— Please give us any information concerning your child which will be helpful during their participation in various centers activities such as:(Playing, Eating, Sleeping Habits, Fears, Likes and Dislikes, etc.).

**MEDICAL AUTHORIZATION AND GENERAL PERMISSION**

The Family Doctor:  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Pediatrician’s  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Family  
Dentist \_\_\_\_\_ Phone \_\_\_\_\_

If emergency medical care is necessary, I give Prime Care permission for any treatment deemed necessary by a physician and or Hospital. And I do accept responsibility for all medical expenses incurred and to pay the bills.  
My Insurance Company is \_\_\_\_\_ Policy # \_\_\_\_\_

**CHILD’S MEDICAL INFORMATION**

Medical History: Has your child had any serious illness or injury Yes/No (circle one), if yes, please explain briefly:

My child has the following special need(s) \_\_\_\_\_

— The following special accommodation(s) may be required to most effectively meet my child’s needs while at the center: \_\_\_\_\_

— Has your child had any Broken Bones? Yes/No (circle one) if yes, when \_\_\_\_\_ what was broken? \_\_\_\_\_  
Has your child had any kind of surgery before? Yes/No (circle one) if yes, when \_\_\_\_\_ and for what? \_\_\_\_\_

Does Your Child have any known allergies? Yes/No (circle one) if yes, please list them. \_\_\_\_\_

PLEASE CLEARLY GIVE DIRECTIVES OF ACTION TO BE TAKEN IF YOUR CHILD SHOULD ACCIDENTALLY TAKE ANY OF THE THINGS ALLERGIC TO \_\_\_\_\_

You can use additional paper if space is not enough.

Does your child has any of these?: Convulsion, Asthma or Chronic Bronchitis (circle one)that applies.

My child has had the following childhood diseases: (check the ones that applies) Chicken Pox\_\_ Diphtheria\_\_  
Scarlet Fever\_\_German Measles\_\_Red Mumps \_\_Whooping Cough\_ Rubella\_\_ Poliomyelitis\_\_Smallpox\_\_

**TRANSPORTATION AGREEMENT**

**☐ HOME PICK UP AND DROP OFF ONLY**

This is to certify that I give Prime Care Learning Center permission to Transport my child

Name \_\_\_\_\_ From \_\_\_\_\_ (pickup location) at \_\_\_\_\_ (A.M./P.M.) To Prime Care Learning Center and From Prime Care Learning Center to \_\_\_\_\_ (drop off location) at \_\_\_\_\_ (A.M./P.M.) For the Following Days: Mon\_ Tue\_ Wed\_ Thur\_ Fr\_ (check as needed)

The person to receive my child at drop off, must be one from my authorized release list or the following:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

In the event the authorized person(s) are not present to receive my child/ren, the following procedure are to \_\_\_\_\_ be \_\_\_\_\_ followed:

\_\_\_\_\_

I hereby agree that it is my responsibility to bring my child to the bus and to receive my child from the bus at the scheduled time of pickup or drop off. I agree that the weekly transportation fee is not pro-rated, if my child rides for only one day , the full transportation fee still applies. But if the child did not ride all week, half fee policy will apply. Prime Care reserves the right not to sound the horn, Prime Care expects the child to be ready when the bus arrives. If on arrival and your child is not ready the bus is not obligated to wait. If your child is brought back to the Center because no one came to receive your child, the child must be picked up before 7:00 P.M. If not picked up, the Center policy on late pick-up after 7:00 P.M. will apply.

That, I agree to personally arrange for my child or children be picked up from the bus. That my child will not be released from the bus unless I or my authorized pick up person personally comes to the bus to get my child or children.

After your child has been dropped off, Prime Care will not be held responsible for what ever happens to the child. If your child will not ride the bus, it is your duty, to notify the Director before the scheduled bus drop off time.

I am in understanding that the above scheduled time and date of transportation agreement is subject to change when school is out or altered due to: inclement weather, school closings and holidays, and center emergencies. In the case that this happens, I, the parent will be notified of the change to make proper preparations, and the rates will apply if transportation was given once in the week.

\_\_\_\_\_

**☐ ALL OTHER PRIME CARE BUS RIDERS INCLUDING FIELD TRIPS PLEASE COMPLETE BELOW.**

***(NOTE: FIELD TRIP DRESS CODE: PRIME CARE UNIFORMS OR T-SHIRT/SHORT)***

This is to certify that I have given Prime Care Learning Center, permission to Transport my child Name \_\_\_\_\_ From Prime Care Learning Center to and from (School Name) \_\_\_\_\_ and Field Trips.

Additional \_\_\_\_\_ Emergency \_\_\_\_\_ Phone# \_\_\_\_\_ Pager \_\_\_\_\_ Cell \_\_\_\_\_

# \_\_\_\_\_

\_\_\_\_\_  
Full Name of Parent                      Signature                      Date

**Prime Care Learning Center**

**Vehicle & Emergency medical Information**  
**(Must Be Completely Filled Out No Blank Spaces)**

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Sex Male \_\_\_\_\_ Female \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Ga. Zip \_\_\_\_\_

Father's Name(First Name) \_\_\_\_\_ (Last) \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Employed by \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Name(First) \_\_\_\_\_ (Last) \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Employed by \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Person to notify in an emergency and parents cannot be reached:  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Child's Doctor \_\_\_\_\_ Phone \_\_\_\_\_  
Medical facility the center uses \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Ga. Zip \_\_\_\_\_

Child's Allergies \_\_\_\_\_  
Current prescribed medication \_\_\_\_\_  
Child's special medical needs and conditions \_\_\_\_\_

In the event of an emergency involving my child, and if Prime Care Learning Center cannot get in touch with me, I hereby authorize any needed emergency medical care. I further agree to be fully responsible for all medical expenses incurred during the treatment of my child.

Child's Name in Full (First) \_\_\_\_\_ (Last) \_\_\_\_\_  
Signature (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

**POLICIES AND PROCEDURES AND PARENTAL AGREEMENTS WITH  
PRIME CARE LEARNING CENTER III  
2115 Rockbridge Road  
Stone Mountain, GA. 30087**

**HOURS OF OPERATION:**

1. Prime Care Learning Center agrees to provide child care service for

\_\_\_\_\_  
Name of the Child for a maximum of 10 hours each day.  
The Center hours are 6:00 A.M. to 7:00 P.M. Monday through Friday

2. The center will be in operation from 6:00 A.M. until 7:00 P.M. Monday through Friday, January to December accepting children from 6 weeks to 12 years of age. Prime Care does not discriminate on the basis of color, sex, age, religion, language or national origin. Whenever it is determined that our program cannot meet your child's needs, we will make recommendations to agencies or schools that will best meet your child's best interest.

**FEES AND PAYMENTS:**

3. The fee for the selected care will be \$\_\_\_\_\_ due on Mondays and Tuesdays only. If you make payment by cash, please get your receipt, if any cash balance is due to you get it or have the director sign your receipt with the balance due to you indicated. That there will be Ten Dollars (\$10) late fee after Tuesday of each week on **ANY OUTSTANDING BALANCE**. Our system will automatically bill all accounts with any outstanding balance a \$10 late charge after 12:00 Noon on Wednesday. The Registration fee is \$50 and will be paid at the time of enrollment. No child will be considered registered until all associated registration requirements such as (1) Birth certificate, (2) Social Security Card (3) Immunization certificate and (4) Registration Fees are paid. These are non-refundable fees. A registered child must attend the center starting the date selected by the parent. After one week of non-attendance, the child will be dis-enrolled, and the registration fee will be forfeited. Each child must re-register each year beginning in March or April.

4. That there will be a late fee of \$5.00 per minute per child after 7:00 P.M. This fee is to be paid at the time of pickup or the amount will be charged into tuition account. (Note: Our license requires us to turn a child to the local police department and report the incident to DFACS. All these can be avoided if you pick your child by 7:00 P.M.)

5. Prime Care can only accept cash, money order a bank cashier's check, all credit and debit cards to pay for child's tuition.

6. If your child is absent for any day of the week, the weekly fee remains the same as if your child was in the center for the whole week. But if your child is absent for an entire week or more including winter holidays and spring break week, half of the tuition fee applies to retain their registration status, this includes Ga. Pre-K and after school students. If the center is closed for a week due to bad weather or holidays, and or combination of both, the half fee policy will also apply.

7A. Your child can attend the center on a teacher work day, provided the center director is notified prior to that day. If you are on any type of government program such as the Peach Program, you must observe your contract conditions. If you fail to meet your contract minimum requirement, such as attending the center at least once a week, the applicable weekly tuition fee for each child will become the parent's total obligation, due and payable by the parent.

#### 7B. PEACH ACCOUNT HOLDERS

All Peach account holders will be responsible for the entire tuition for the week their child or children did not attend Prime Care Learning Center's program. The half fee which applies to such a week will be paid by you, the parent. Peach does not pay Prime Care when your child does not attend the program for the entire week.

For example, if your child is 3 years old and the weekly tuition is \$100 per week and PEACH pays Prime Care \$75 per week, while parent pays \$25 per week, when your child did not attend school for the whole week, you will pay the entire half of the \$100 per week (\$75 + \$25), which is \$50.

Unless Prime Care Learning Center receives a documentation from PEACH accepting pay for that week your child did not attend, you will be billed that week's tuition.

If your child/children could not attend because of illness, you must produce the doctor's signed excuse papers to your case worker and to Prime Care.

**AN IMPORTANT CLAUSE IN THE PEACH CONTRACT STATES THAT YOUR CHILD MUST ATTEND THE CENTER PROGRAM AT LEAST ONE DAY IN THE WEEK BEFORE THE VENDOR CAN BE PAID.**

If your child or children are out for two weeks in a row without notifying the center, your child or children will be dis-enrolled from the center and will send dis-enrollment papers to your case worker. Your child can only be re-enrolled back in the center if you show evidence that PEACH will pay Prime Care Learning Center the outstanding tuition.

Always remember that we have a contract with PEACH and we are required to report any evidence of abuse or neglect of the PEACH PROGRAM.

8. Before your child is withdrawn from the center, Prime Care requires **A two weeks notice.** Prime Care requires all children from Infant to Pre-K4 who do not plan to stay for the Summer program to complete the withdrawal form at the end of the program. Unless the two weeks notice is given and the withdrawal forms completed, Prime Care will charge your account the two weeks of tuition.

9 All after school program tuition is adjusted up to summer rate each time the school system goes on a more than two days vacation. Please check with the office on how it affects your weekly payments. All after school Ga. Pre-k parent must provide written evidence of the agency responsible for the tuition before the child is allowed in the after school program.

10 Field Trips and Extra-curricula Activities: Children with outstanding balance will not be allowed to pay for fieldtrips. No money can be received after the payment deadline and field trip payments are not refundable. Unless the field trip form indicates a sack of lunch, no sack of lunch will be accepted. If a parent is going on the field trip, the parent must never remove any child from the group, the class teacher and the field trip supervisors can give parents instructions on what to do even with their child in order to make sure the event runs smooth and safe for the whole group. If a child has a record of misbehaving during a field trips, the director may request the child's parent to accompany the class to help control their child. If the parent cannot attend the trip, the child may be withdrawn from the field trip list and field trip payment will be refunded. Note that children with outstanding balances may not be allowed to participate in extra-curricular activities such as: gymnastics, Choi Kwang Do, and seasonal programs (i.e. Christmas, Black History, graduation)

#### **❑ PROGRAMS AND CURRICULUMS:**

11 Prime Care Learning Center is a private educational and child care provider. It enforces uniform dress code for children 3 years and up. A new student is expected from the date of enrollment to come to the center in the school uniform. All students ages 3 and up must be in school by 8:00 A.M. Monday through Friday dressed in the required school uniform. A child will not be allowed in the center if the child displays any of the following:(a) severe allergies or illness, (b) non-traditional student behaviors that require necessary services that cannot be provided by the center, or (c) if a child is not dressed in conformity with required dress code. In the case that a child is wearing incorrect uniform, their parent will be notified to pick up their child or bring a correct uniform. If a special service is to be provided to the child, the center may request a written authorization from a health care professional on how the special service will be provided. Unless Prime Care has a trained staff member to provide the special service, it will be declined.

12 Prime Care will provide nutritious breakfast (hot or cold), complete lunch and snack to all children. All children attending public schools must be in the Center by 6:45 A.M. for breakfast snack. The buses leave on schedule at about 7:05 A.M. All other children wishing to

have breakfast snack must be in the breakfast room before 7:45 A.M. NO BREAKFAST SNACK WILL BE SERVED AFTER 7:50 A.M.

If a child has food restrictions, parent may bring food from home provided a doctor's signed statement authorizing food restrictions is present at the center. All babies on formula food must have a complete and signed feeding plan form, mix the child's formula/food in containers for feeding and storage or refrigeration. Prior to arriving at the center, the child's first and last names must be clearly written on the bottles and all food containers. If the Income Eligibility Form is not completed, your account will be billed \$3 per day or \$15 per week. Prime Care will not be reimbursed if the form is not completed and signed.

13. Prime Care has developed age appropriate daily schedules for all ages served. The center schedules include a balance of quiet and active periods, free choice and teacher/child-directed activities, large and small muscle activities, language experiences, arts and crafts, dramatic play, rhythm and music, and nature and science experiences.

14. We provide part-day/full-day schedules for school-ages, if applicable.

15. Monday - Friday, we serve nutritious, breakfast, hot afternoon lunch and snack.

16. Tardiness: All students from Pre-k-3 and up are expected to be in class by 8:00 A.M. After 8:00 A.M. any child coming into the class is considered tardy. When children are regularly late or absent from school without being sick, the parental message is "**school is not that important**". If a child is tardy four times in a month parent will be notified in writing, if the child is tardy four times in the second month, a conference will be scheduled with parent. If the child continues to be tardy four times for the third time in another month after the conference, the child may be suspended for one week. After the suspension, if the child continues to be late, the child may be dis-enrolled from the school. The only exception to tardiness and absenteeism is an official document with an address and telephone number of the office the child visited.

17. The Center will not administer any corporal punishment nor permit it on Prime Care grounds. The staff member will talk and explain the wrong action to the child, if further action is necessary, the teacher may invoke the time out chair in minutes for the age of that child. For example, if the child is four years old, the time required at the time out chair cannot exceed four minutes. The child should be allowed to rejoin the class. No child should be in more than five time outs in a day without the Director/parent being aware of it. The teacher will complete the **CLASS DISRUPTIVE REPORT**. At this time the Director will also talk to the child and parent may be notified. Parent is expected to sign the **CLASS DISRUPTIVE REPORT**, when the child is being picked up. If a child gets up to four **CLASS DISRUPTIVE REPORTS** in a month, parent/teacher conference will be recommended by the Director. If the same cycle repeats a second time, the parent will be advised to seek professional counseling. Unless this counseling appointment is kept, the child may be dis-enrolled by the Director. A child may also get an automatic or immediate suspension authorized by the owners, if the child's action puts him or her at risk or at risk to others.

18. No candy, gum, or snack foods should be brought into the center. Food exceptions will

be made only in cases of allergies and /or doctors orders. Food brought for occasions such as birthdays or other celebrations are included as other exceptions. Balloons are not allowed in the classroom, they pose health problems when deflated. Candles are also not permitted because they serve as a fire safety issue to the students in the center.

19. Children can only bring toys on SHOW AND TELL days and it must be age-appropriate toys. Prime Care staff will not be responsible for any brought toys or items that are lost, stolen, or damaged.

20. Transportation is provided from the center to public schools and from public schools to the center at no extra cost to parent. If transportation from home to the center and from the center to home is provided, there is extra fee for this service. Any time the center repeats a trip, the parent will be charge additional \$10. No child can participate in home transportation unless enrolled in the After Care Program. Transportation forms and contracts must be completed before any child is transported. Prime Care Learning Center has a zero tolerance for any child who disrespects the bus rules, such as getting off their seat, not putting their seat belt, talking, yelling or fighting etc. The child will be suspended the first time and the second time the child cannot ride the bus.

21. In an effort to enhance or promote our programs, Prime Care Learning Center has my permission to have the children's photographs and or videos or reports taken and may be shared with other organizations such as the Bright From The Start, Department of Human Resources or Educational institutions and Prime Care Learning Center.

#### **❑ FOR THE HEALTH OF YOUR CHILD:**

22. Before any medication is dispensed to a child, a written authorization must be submitted, which includes, Name of Child, Name of Medication, prescription number, if any, dosage, date and time medication is to be given. Medication must be in the original container with the child's name clearly marked on it, any over-the-counter medication must be in its original container sealed. The over-the-counter medication must be left with Prime Care for the period the medication is to be given. Medication can only be administered once a day and not more than five days a week. Medications not removed on Fridays will be discarded. If your child needs the medication more than once a day while in Prime Care, you must make other arrangements to administer the other does yourself. Prime Care reserves the right not to administer any medication if the medication form is not properly completed or if the medication is suspected to have been tampered e.g. the over-the counter medication, or if the medication requires mechanical operation which Prime Care does not have the trained staff to operate. Prime Care will not be held responsible if my child develops allergic reaction from the medication administered as requested by parent/guardian.

23. The center agrees to keep parents informed of any incidents to children, including illnesses, injuries and adverse reactions to medication. The director will evaluate the child's situation and inform parent of the need to pick the child up or call 911.

24. Any child that has a communicable disease must be picked up by parent and cannot return without a doctor's certificate or official document to return to school. Children will be isolated from others until picked up. Parents will be notified of any contagious disease that is introduced into the center.

25. According to universal precaution on the new child care rules, children's SOILED OR WET clothing shall be stored in individual plastic bags WITHOUT RINSING. I hereby authorized Prime Care to provide a changing clothes in cases of health and supervisory related reasons if my child has no changing clothes. The cost for Prime Care shirt or short is \$10 each payable when I pick my child up. To avoid this fee, please always keep a change of clothes with your child's teacher in case of an emergency

26. I the parent/guardian agree to furnish the center with evidence of age appropriate immunizations or a signed affidavit against such immunizations at the time of enrollment. Not to withhold any requested or needed information to the center to provide a better service to my child.

27. If medical emergency is necessary, Prime Care Learning Center has my permission for treatment deemed necessary by a physician and/or hospital of its choice. I agree to be responsible for the bills, provided its not center accident related injury.

28. **NO HAIR BEADS** of any type are allowed in the center for children 6 weeks to first grades because of health and safety related problems. Only public schools after school children are exempt from this rule.

29. Any child having a temperature of 101 degrees or higher and having associated symptoms like diarrhea, vomiting, excessive coughing, (not limited to these) must be picked up as soon as possible by the parent. **SICK CHILDREN WILL NOT BE ACCEPTED IN THE CENTER.** Any child picked up with 101 degrees temperature or with the above symptoms may not return to the center within 24 hours without a proof of medical attention..

30. Children will be allowed to play outside except in inclement weather. If a child should become injured due to normal play both in classroom or at the playground during school normal activities, parent will not hold Prime Care Learning Center responsible. (Some of the class room injuries associated with class activities and interactions that may not be preventable by a teacher are - trip fall, biting, pushing, bumping, misusing tools or toys etc.)

**PARENT RESPONSIBILITY:**

31. No child will be allowed to enter or leave the center without being escorted by the parent, person of legal age authorized by the parent(s), or center personnel. Parents are required to sign their child in and out of the center each day. No child will be released to a person who is not in the parents release list. Please update your list periodically. Faxing an authorization request will not be accepted if items requested by Prime Care to be included in the fax are

missing. Any changes in the pickup list must be in parent's hand writing and signed. Any person in the parents' pickup list must present the State of Georgia or other acceptable Identifications before a child is released. Prime Care can make copy of the identification card of the person picking up your child. This must be explained to the person picking up your child. Minors are not allowed to sign in, sign out or pick up any child from the center. If a child has both parents in the registration application at the time of enrollment, Prime Care cannot stop any one of the parents from picking up the child. Such orders must be backed up by legal documents which give one parent custody of the child. In those cases only, Prime Care will not allow the unlawful parent to receive the child.

32. **The School Uniforms:** Children are to wear the approved, white and blue school uniforms and must wear covered black or brown shoes with at least back straps at all times. **Tennis shoes are not allowed.** Any changing clothes for ages three and up must be the school uniform.

33.. Parent must have control of their children when they are removed from their class rooms. No child will be allowed in the hallways or in other class rooms without their parent/guardian. No parent/guardian should talk to a teacher with children for more than two minutes if further discussion is needed, please direct your concerns to the Director. Any parent/guardian who talks disrespectfully or threatens a teacher in Prime Care property may be grounds for the child's dismissal from the center. No loitering or unauthorized meetings in Prime Care property will be tolerated. Persons that remain on school property without authorization will be requested to leave. Persons remaining after having been requested to leave will be prosecuted according to the Criminal Code of Georgia, Chapter 26-1503: Criminal Trespassing.

34. Parents acknowledge that it is their responsibility to keep child's records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status, any special parental legal rights in cases of divorce, separation or custody, infant feeding plans and immunization records and any other relevant changes the center is suppose to be aware of. That Prime Care cannot be held responsible for anything that may happen to my child because of incomplete or false information provided to the Center. Also, the center will not be held responsible for any parent or child's belongings or items misplaced, damaged or stolen.

35 All enrollment forms must be filled out completely with no blank spaces. Write NA in the space if the question does not apply to this child. The application must be signed before your child is accepted into our program. These forms include Medical History with Emergency name and numbers, Doctors name and telephone number and address. Provide additional information regarding your child's health if the forms does not cover such.

36. Each child is allowed one week vacation each calendar year free. This means that the one half tuition fee does not apply during that vacation week. To qualify for this vacation, your child must have attended Prime Care for ONE FULL YEAR uninterrupted. Vacation form request must be completed by the parents at least one week prior to the vacation week. Unused vacation week cannot be carried over to the following year. The vacation week cannot be

substituted for tuition if not used. If a child attends Prime Care during the vacation week, the half fee policy will apply for that week.

37 A referral fee of \$50 will be paid to a parent in tuition credit for referring a parent who registered their child/ren in Prime Care. To qualify for this tuition credit, the referred parent child/ren must attend Prime Care not less than 12 weeks uninterrupted.

38. Parents have the right to visit the center, to see their child/ren or to inspect the following: The License, Copy of the Rules, Evaluation Report, Communicable Disease Chart, Statement of Parental access, names of person in charge, Current weekly Menu, Emergency Plans for Severe Weather and Fire, and statement for visitors, but must first check with the center Director or whoever is in Charge in the absence of the Director.

39. Prime Care will not release any personal information to anyone without a written permission from the parent except when health and emergency situations warrants the release of such information to save the child's life. All tax and accounting related information and payment statements will not be released to a parent who has an outstanding balance. All tax related documentation and information must be signed by the parent who made the tuition payments. No tax information will be handled over the phone. All final account payoff must be in cash, money order or bank cashiers check only. No personal check will be accepted at any time.

40. The Center will be closed on the following holidays: New Year's Day, Martin Luther King Birthday, Memorial Day, July 4 or Independence Day, Thanksgiving Day, the Friday after Thanksgiving, Labor Day, Christmas Eve and Christmas Day. The Center may elect to close a day before or a day after or on a Friday or Monday in cases of Thanksgiving, Christmas and New Year days. The Center may elect to close earlier or all day any day due to bad weather or due to schools closings and or holidays or if the center is not accessible.

41. The Nearest Hospital: **Eastside Hospital**  
**1700 Medical Way**  
**Snellville, GA. 30078**

If a rescue vehicle is called and/or used the hospital may vary depending on the injury and if any hospital is on alert.

#### **EMERGENCY SITUATIONS**

42 Protection of children in the event of : Severe weather, Fire, Physical plant problems, such as a power failure, that affects climate control or structural damages, and Emergency plans have been developed and are posted for parent viewing.

43. The alternate site for emergency evacuation from Prime Care Learning Center is, Annistown Elementary, 3150 Spain Road SW., Lithonia, GA. 770-979-2950. Transportation of the children will be on school buses and vans and teacher's personal vehicles. Parents will be

notified of the move and as to why. There will be No Smoking while children are present.

44 Upon failure of parent(s) to pay according to the terms of this contract, PRIME CARE LEARNING CENTER III, INC has the option for the entire unpaid balance to become payable immediately. In the event a suit is initiated to collect monies due on this contract, parent(s) agree to pay attorney's fees and other costs incurred by PRIME CARE LEARNING CENTER III, INC. or its assignee. Venue shall lie in the county where this contract is executed by parent(s).

45. That Prime Care Learning Center, reserves the right to terminate this contract without formal notice if: Parent or guardian should disregard to OBSERVE these policies. If a child should become disruptive or uncontrollable and the parent is not cooperating with the center to help the child. And if the parent disregards to attend center requested conferences, or if there is no behavior improvement after parent conferences, or if suspension was not effective. Prime Care reserves the right to amend this contract from time to time or as deemed necessary. All amendments will be posted and become binding to previously signed contracts.

FORCE MAJEURE: PRIME CARE LEARNING CENTER III, INC. shall not be liable for failure to provide service if this is caused by strike, war, fire, flood, accident or any act of God. In such case, PRIME CARE LEARNING CENTER III, INC. may change hours of operation for all payments received or credit a pro-rata amount to the parent(s). PRIME CARE LEARNING CENTER III , INC. has discretion in this matter.

46. I the undersigned hereby acknowledge that I/WE have read and understands this contract and has not relied on any statement or promise other than contained in this contract and acknowledges receiving a copy of this contract.

|                      |                            |       |
|----------------------|----------------------------|-------|
| _____                | _____                      | _____ |
| Parent's Signature   | Parent's Full Name (Print) | Date  |
| _____                | _____                      |       |
| Director's Signature | Date                       |       |



\*\*\*\*\*Completed registration Form of Prime Care Learning Center.

There are two categories of the Program: Category One or Two

The category One child may participate in the center programs at no cost to the parent including center transportation system, food, or the after school program, if PEACH qualifies you prior to program starting date. Otherwise you will pay for all programs outside the 6.5 hours per day. The category Two child can only participate in the 6.5 hours program, any other service of the center will be the parents cost(s), such programs are transportation, food, before and after school program.

According to Ga. Pre-K program, you are considered category One if you participate in any of these Government program.

Please circle the programs you are currently receiving: (1) Medicaid, (2) AFDC/FOOD STAMPS  
(3) AC, (4) CHILD NUTRITION PROGRAM, (5) SUBSIDIZED FED. HOUSING.

You must show proof of the program you are currently on.

The Pre-K program starts from 8:00 A.M. to 2:30 P.M. Monday Through Friday.

Any child not picked up by 3:00 P.M. will be charged the after school program fee of \$65 per week.

Do you plan to register your child in another school? \_\_\_\_ If yes, which school?  
\_\_\_\_\_ (Name of School)

That I hereby agree to bring my child to school every day Monday Through Friday in complete school uniform. That failure to observe this commitment may be grounds to terminate my child from the program.

I also know that falsification of documents is against the law and will be responsible for any record falsification.

Prime Care is on contract with Bright From The Start of Georgia Dept. of Early Care and Learning and at all time, the rules and regulations and the policies of the Center will apply.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Full Name (Print)



