



Christ Lutheran Learning Center

510 Luther Drive
Georgetown, Texas 78628

(512) 863-4947

P. O. Box 895
Georgetown, Texas 78627

May 1, 2018

Dear Parents:

Please read the attached Parent Handbook and sign and return this form. This form must be returned on or before July 15, 2018. No child will be allowed to attend class without a signed form. Below is an overview of some of the school's policies. If you have any questions regarding any of the policies in our Parent Handbook, please talk to the Director before signing this agreement.

- Your child's Admission Information, Child Assessment Form, signed Discipline and Guidance form, and signed Parent Handbook Acknowledgement form must be turned in on or before July 15, 2018. If these forms are not submitted in the time period stated, enrollment will be suspended until all forms are submitted.
- Tuition is due by the tenth of each month. Payments received after the tenth are subject to a \$25.00 late fee. A \$25.00 service fee will be charged for returned checks.
- By June 1, 2018, all families must pay for their child's May 2019 tuition. This tuition is considered late if paid after June 10, 2018 and is subject to a \$25 late fee. You may mail it in or drop it off at the church office. This tuition is refundable only if withdrawal is done before July 15, 2018. After July 15, no tuition is refundable, unless it is due to a job transfer or military reassignment. Please bring a letter in on letterhead regarding the transfer.
- There are **no** refunds for illness, absences, or withdrawals.
- Thirty days written notice is required for withdrawal so we may fill the vacated spot. You are responsible for the full amount within that 30 day period.
- If your child is not picked up by 2:10 p.m. (or 4:10 p.m. for extended care), you will be charged \$1.00 per minute per child as a late pick-up fee.
- Written permission is necessary before anyone other than parents or other designated person may take the child. If an emergency arises during school hours, please notify us of any changes.
- A child who has fever, sore throat, or any other symptoms of contracting a contagious disease should not be sent to school. A child should be free of symptoms for 24 hours before returning to school.

I, _____, have read, understand, and will abide by the policies in The Learning Center Parent Handbook.

Signed: _____ Dated: _____