



Parent Policies and Agreement

Below are the policies and procedures that apply to all parents and guardians of children enrolled at Georgia Learning and Tutoring Center (GLTC). Please read each policy carefully, understanding that there are no exceptions to any of the statements below. All policies are formulated and enforced with the best interest of GLTC children, parents, and staff in mind. Failure to comply with the policies and procedures stated below might result in termination of services.

Tuition and fees

You agree to pay the tuition fee of \$_____ on a weekly basis. You understand that payment is due the Friday before the week of care. You understand that a late fee of \$50 will be automatically added to any account with a balance of more than 50% the following Monday. You understand that services may be terminated if account is in default for two weeks.

Tuition is not pro-rated or credited due to illnesses, holidays, vacations, or emergency closings. If your child will be absent for an extended period of time (a week, a month or more), a reservation fee of half your tuition will be due in order to reserve your place in the program, along with at least 2 weeks' notice in advance. Otherwise, you will be held responsible for the entire tuition costs.

Two weeks 'notice must be given prior to the last day of attendance in order to withdraw. If you do not give such a notice you will be liable for a month's full tuition, court costs, filing fees, and any and all other fees associated with collections of said tuition. Accounts in the arrears may result in immediate termination of service. Any account that is left with a balance will be submitted to collections, and the parent will be responsible for the balance plus any court or attorney fees associated with the collection of the account.

Georgia Learning and Tutoring Center will observe all of the holidays stated on the school calendar and will be closed as indicated. No credit will be given for the center being closed on those days.

Enrollment and Disenrollment

All enrollment forms must be completed before your child may attend our school. Please inform us of any changes in address, work, telephone numbers, places of employment, or individuals authorized to pick up your child.

By enrolling Georgia Learning and Tutoring Center, you as a parent understand that our goal is to provide a positive, enriching environment. Although rare, a situation may arise in which it becomes evident that the needs of a child cannot be met effectively by our center. A decision to dismiss a child will only happen after we feel every option has been explored. Every measure will be taken to meet the needs of the child in question, and our Director will assess each dismissal, not only with regard to the individual child's needs, but also the needs of all the children served. The parent will be a central figure in the discussions regarding this issue, but the decision to dismiss a child will be left to the discretion of our Director.

Center Hours

We serve children Monday through Thursday from 6:30am to 9:00pm and Friday 6:30am to 6:00pm. We ask that when picking up your child, whether after school or after extended hours that you arrive at least 5 minutes earlier so that you may have time to gather your child's belongings and speak with your child's teacher. Children are legally not allowed to stay at the Center for longer than 12 hours. Please keep this in mind when you are setting up the child's schedule. After 9:00pm there is a late pick-up fee of \$1 for every minute your child remains within our care. (We must pay overtime wages to our teachers if this happens). This late fee will be automatically added to your child's tuition account. If you have not picked up your child within 15 minutes after closing time, and all attempts to contact parents and other emergency and pick up contacts have failed, in accordance with state and local laws, Georgia Learning and Tutoring Center will contact the Department of Child and Family Services and the Cobb County Police Department. You understand that your child may be released into the custody of these officials. You also agree and understand that chronic or excessive lateness in picking up your child may be grounds for termination of service.

Parent Signature

Date