

**Good Shepherd Day School**  
**231 N. Church Street**  
**Rocky Mount, N.C. 27804**  
**(252) 442-1092**

**Admission Agreement**

Good Shepherd Day School, P.O. Box 7791, Rocky Mount NC, (252) 442-1092 (Hereinafter referred to as the “school”) is a child care facility operated by The Church of The Good Shepherd (at the same address), a nonprofit organization. The School is licensed by the Division of Child Development, pursuant to sections of the state Administrative Code.

**A. Basic Services**

The center shall provide the following basic services for

\_\_\_\_\_

(Name of Child)

\_\_\_\_\_

(Birthdate)

Whose parent or guardian is

\_\_\_\_\_

(Name of person enrolling child)

\_\_\_\_\_

(Relationship)

1. Full-day program between the hours of 7:00 a.m. and 5:30 p.m. \_\_\_\_\_ per week as prearranged, excluding days the center is closed.
2. The child shall be furnished a healthful breakfast. Such a lunch and snack shall also be furnished.
3. The child shall be given assistance with personal care as needed.
4. The child shall be provided with an opportunity to nap between 12:30 p.m. and 2:30 p.m. daily on a cot or in a crib provided by the center. Bedding shall be supplied by the parent.
5. The child shall be placed in a group of peers based on age and/or special needs as determined by the staff.
6. The child shall be involved in a program of play and learning experiences that are appropriate for ages of children enrolled in the school. A balance of active and quiet play is provided for, with individual group activities geared toward the emotional, social, physical, aesthetic, and individual growth of young children.
7. The school shall assume responsibility for the child after the child has passed a required morning health inspection and has been signed in by a parent, guardian, or representative of the child’s parents or guardians. The school shall retain responsibility until the child is signed out by a parent, guardian, or representative of the child’s parents or guardians.

8. The child shall be administered medication only upon the written request of the child's parents or guardians. The school shall not administer medication unless it is requested in writing on the necessary, legal, form. The school shall have no responsibility of any kind whatsoever for failure to provide requested medication nor for adverse reactions caused by the administration of such medication.
9. The school shall give appropriate first aid to hurt children. A parent or guardian shall be contacted if it is the judgment of the staff that immediate medical attention is necessary. (If it is further the judgment of the staff that if the injury is of an emergency nature, paramedics shall be called to the school and a parent or guardian shall be contacted.)
10. An ill child shall be isolated and given appropriate care until called for by a parent, guardian, or designated representative.
11. The school shall notify the child's parents or guardians of a suspected exposure to a communicable disease.
12. The school shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items.
13. The director or any other staff members shall report to The Division of Child Development, The Department of Social Services, and /or the Police Department, as required by the state Penal Code any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.

## **B. Obligations of Parents or Guardians**

1. A parent or guardian shall furnish requested medical information not more than ten days after enrollment.
2. A parent, guardian, or representative shall bring the child to the designated teacher, wait for the health inspection, and then sign in on the appropriate sign in sheet.
3. A parent, guardian, or representative shall sign the child out on the appropriate sheet before taking the child from the premises.
4. The parents or guardians shall notify the school when someone other than those named on the emergency information sheet will be calling for the child. Representatives will be required to furnish a photo i.d. Acceptable forms of identification include a state issued driver license, state issued identification card, or military identification card.
5. The parents or guardians shall provide the child with 5 crib sheets for those children resting in cribs or a cot sheet and blanket for children resting on cots.
6. The parents or guardians shall notify the center of the child's possible exposure to a communicable disease.
7. The parents or guardians shall see that the child is dressed appropriately when brought to school, following the guidelines in the Parent Handbook.
8. The parent or guardians shall give one month notice or forfeit one month tuition and fees, in case of withdrawal from the program.
9. The parents and guardians shall abide by the parking rules of the center, by parking in spaces marked closest to the building. At no time should parking occur on the side of the breezeway.
10. The parents or guardians shall refrain from reprimanding children of other families while on the premises.
11. The parents or guardians shall come to the center for conferences when asked to do so by a member of the school's staff.

## **Termination of the Agreement**

This agreement shall be terminated if any one or more of the following occur:

1. The death of the child.
2. Serious illness of the child, preventing attendance.
3. The parents or guardians of the child allow their account to become delinquent.
4. Failure of the parents or guardians to honor the obligations listed in this agreement or in any rules, regulations, or manuals provided by the center.
5. The school determines in its sole discretion that it is unable to meet the needs of the child.
6. The school in its sole discretion determines that it is not in the best interest of the program or other children enrolled at the center to have the child in attendance.
7. Failure of the child's parents or guardians to cooperate with the school when the school determines in its sole discretion that it is serious enough to warrant termination.

## **Procedure**

In exercising its discretion under numbers 5, 6, and 7 above, the school may require the child and/or the child's parents or guardians to attend conferences with school personnel regarding the matters that potentially warrant termination of the agreement. The child's parents or guardians may request a conference with school personnel regarding the matters that potentially warrant termination, but the school shall have no obligation to grant any such requests.

The school's Advisory Commission shall have the sole right and responsibility to determine any disputed factual matters regarding termination of this agreement.

## **C. Modification Clause**

This agreement may be modified whenever any of the circumstances covered by this agreement changes. Such modifications may only be made in writing and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under any condition.

## **D. Other**

This provides that:

The parties to the agreement are aware of the North Carolina Division of Child Development's right to interview the child and the school staff, and to inspect and audit all records maintained by the center, without securing the prior consent of anyone. The parties are also aware of the licensing agency's right to observe the physical condition of

the child, including conditions indicating abuse or neglect, and to have a licensed medical professional examine the child.

**Signatures to the Agreement**

For services listed in this agreement, and in accordance with the terms of this agreement, I agree to pay Good Shepherd Day School the weekly/monthly sum of \$\_\_\_\_\_. I further agree to pay the yearly supply fee of \$\_\_\_\_\_.

I agree to cooperate with the general policies of the school; to perform the obligations of parents or guardians set forth in this agreement; and to abide by the rules, regulations, and manuals provided by the center. My signature below indicates that I have read the terms of this agreement and the rules, regulations, and manuals provided by the school. It further indicates that I have had this material explained to me and that all my questions have been satisfactorily answered.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Director's Signature\_\_\_\_\_

Date\_\_\_\_\_

## Appendix

Appendix A	Tuition Rate Schedule
Appendix B	Enrollment Form
Appendix C	Family and Social History
Appendix D	Health History
Appendix E	Developmental History
Appendix F	Emergency Care Release
Appendix G	Emergency Information
Appendix H	Change of Information
Appendix I	Publication/Equipment Release
Appendix J	Talents/ Skills Inventory
Appendix K	Volunteer Policy
Appendix L	Tuition Contract
Appendix M	Behavior Management Policy
Appendix N	N.C. Child Care/Laws Receipt
Appendix O	Compliance Agreement