

SERVICE AGREEMENT

Please read the following agreement carefully, fill out your child's name and attendance information, sign at the bottom, and return it to the Center prior to your child's first day of school.

It is my responsibility to read and comply with the LLESA Children's Center Parent Handbook.

I hereby agree to notify the Center in writing at least one month in advance of my child's withdrawal or pay the difference. Any care change requests must also be submitted at least one month in advance.

For School Age summer only enrollees: I hereby agree to enroll for the entire summer months (starting the Monday after school is released and continuing until the first day of the new school year according to the Livermore School District Calendar). I further agree to pay the tuition for the entire summer whether my child attends or not. I understand that I will be billed for 10-11 weeks of care (depending on the Livermore School Calendar) payable in three installments with the first installment due when the space is accepted.

It is my responsibility to notify the Children's Center by 8:00 a.m. if my child will be absent or late to the Children's Center on any given day.

I also understand that my child may participate in the program for a maximum of 9 1/2 hours per day and that I may not bring my child earlier nor pick up later than my Service Agreement Contract Times. The Director must approve any additional time needed and additional fees may be assessed. **The latest pickup time is 5:30 p.m. for the Infant & Toddler Programs, 5:45 p.m. for the 2's, Preschool & PreK Programs, and 5:55 p.m. for the School Age Program during academic days (5:45 p.m. during summer).**

Child's Hours (9.5 hours per day maximum):

Child's Name _____

I will bring my child at _____

and pick up at _____

on the following days of the week:

Monday Tuesday Wednesday Thursday Friday

Signed: _____ **Date:** _____
Father/Co-Parent/Legal Guardian

Signed: _____ **Date:** _____
Mother/Co-Parent/Legal Guardian

Children's Center Use Only:

Authorized Signature _____ Date Received _____