

Learning Bridge ASP Parental Agreement

Welcome to our after-school program! With your help we can provide a fun and safe environment for your child.

Learning Bridge agrees to provide care for the following child /children

Care will be provided from August to May, Monday to Friday, from dismissal time until 6:30 p.m. Learning Bridge follows the Forsyth County School schedule and will be closed when school is closed.

Please read the following policies and sign:

1. Every child attending must have a completely filled out current enrollment on file on first day of attendance. Immunization forms will be provided within 30 days. It is the parent's responsibility to inform the staff of any changes in contacts, numbers, health issues etc.
2. Learning Bridge provides a daily afternoon snack. It is the parent's responsibility to inform staff of allergies, and if child is on a highly restricted diet, then the parent will provide a state creditable snack.
3. If your attendance needs change you must inform the staff and email changes to office at: learningbridge@comcast.net
4. Learning Bridge staff will complete accident and discipline reports. Parents are required to sign those forms.
5. Staff will inform parents of any instances of communicable diseases.
6. All Forsyth County School policies apply to Learning Bridge, and will be enforced.
7. No medications will be dispensed by Learning Bridge staff. Please contact director for emergency medication policies.
8. Learning Bridge provides no transportation. Any emergency transport will be provided by ambulance.
9. If schools close early due to inclement weather or hazardous situations Learning Bridge will not provide care.
10. Your child is not allowed to leave the building without being escorted by a parent or an authorized adult. Only adults (over 18) listed on the enrollment form will be allowed to pick up your child and picture ID will be required. Your child must be signed out by you or an authorized adult every day.
11. Parents are encouraged to participate in both daily activities and special events. Please check in with staff upon entering building.

Learning Bridge Parental Agreement continued

Children may be suspended or expelled from program for the following reasons or at Directors discretion:

- Chronic late pick-up or failure to pay late fees.
- Discipline issues, three or more write-ups can result in dismissal.
- Non-payment of tuition, more than two weeks behind
- Failure to follow all Learning Bridge and Forsyth County policies by either child or adult.

Tuition policies:

- Tuition may be paid by check, cash, and money order or online. Registration fees and first two weeks cannot be paid on-line. Checks should be written out to Learning Bridge.
- Learning Bridge is a **pre-pay** program. Tuition is due by the Friday before attendance. **If you fall two or more weeks behind your child will be removed from the program until payment is current.**
- A late fee of \$1.00 per minute will be charged every minute after 6:30 your child is on-site. After 7p.m if no contact has been made with parents, DFACS will be contacted.
- Two returned checks will require all payments be made by cash, money order or online. A returned check fee of \$25 will be charged.
- You must choose a set program and will be invoiced accordingly. **Tuition will be the same regardless of absences. Any changes must be approved by office.**
- Withdrawals must be in writing and be four weeks or longer. Upon re-entering program new registration fees will be charged. Any absence less than four weeks will not be considered a withdrawal and will be charged at standard rate.

The parent handbook is available on our website – <http://learningbridgeasp.com>.

I have read the handbook and agree to abide by all the policies and procedures of Learning Bridge.

Parent / guardian signature _____

Date _____