



857 CHIMNEY HILL SHOPPING CENTER
VIRGINIA BEACH, VA 23452

CHILD'S NAME _____

DATE STARTED _____

FULL-TIME POLICIES AGREEMENT

1. Childcare hours are 6:30 AM-5:30 PM. Monday-Friday. A late fee of \$7.00 per minute will be charged after closing time and will be due upon pick up
2. Breakfast (6:30-8:30). Lunch (11:00) and PM snack (2:00) is available to all children free of charge each day. ***We do not accept outside food.***
3. A registration fee of \$_____ per child or \$_____ per Family.
4. My child will be in attendance the following days:_____
5. The following hours: _____ to_____.
6. The Sitter Inc. will be closed on New Year's Eve, New Year's Day and the day after, Martin Luther King Jr. Day, Memorial Day, Juneteenth (June 19th), Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and the day after. Should it become necessary for The Sitter Inc. to close any other days you will be given at least a 7 day notice in writing. **THERE IS NO TUITION REDUCTION FOR HOLIDAYS.**
7. The tuition fee of \$_____ is due and payable in advance each Monday or the first day of attendance. Payment must be received by Tuesday afternoon before your child will be admitted in the center.
8. All children must have a state required physical form sign by a physician within 5 days of enrollment. Updated immunizations are required at the time of enrollment.
9. Each child under the age 6 must bring a change of clothing that is compatible to the weather including a pair of socks.
10. It is the parent's responsibility to make sure all children in diapers have enough diapers and wipes per day. If for any reason we run out of either the cost to you will be: Diapers-\$2.50 Wipes-\$1.00
11. Parents or guardians are to bring their child/ren into the center and ensure they are under the supervision of staff before leaving.
12. Children are not allowed to bring any personal toys into the center. The staff are not responsible for any toys lost or misplaced in the center.
13. Although there is no discount for vacation. We would appreciate an advance notice when your child will be away from the center.

14. There is no discount for sick days unless discussed with the administrators.
15. To withdraw your child from The Sitter Inc. you must agree to give a two week notice in writing. If no notice is given it is required that you pay an additional two week tuition.
16. The Sitter Inc. reserves the right to refuse care at any time. For any reason. This shall include non-payment of tuition, failure to complete and return paperwork required by the Commonwealth of Virginia and Social Services as well as behavior problems and incompatibility in the daycare setting.
17. All licensed Childcare Centers are mandated by law to report any suspected abuse or neglect to the proper authorities.

**I HAVE READ AND UNDERSTAND THE ABOVE POLICIES
AND AGREE TO ABIDE BY THE ABOVE STATED POLICIES.**

Parent Signature _____

Date _____

Email address _____

Director Signature _____

Date _____