



Morningstar Learning Center Policy Form

ENROLLMENT POLICY:

Upon enrollment, a \$100.00 non-refundable fee is charged as well as a \$50.00 materials fee that is applied to each quarter. Invoices are billed the 15th of the month prior to enrollment. I understand that Morningstar Learning Center will bill on the last day of the month for the upcoming month.

Parent Signature _____

IMMUNIZATION RECORDS:

I understand that I must provide a copy of my child's updated immunization records BEFORE my child can attend Morningstar Learning Center, per the state of Montana Licensing Regulations (There are medical exceptions to this rule, please inquire if needed).

Parent Signature _____

BILLING POLICY:

I understand that Morningstar Learning Center will bill on the last day of the month for the upcoming month.

Parent Signature _____

LATE FEE POLICY:

Tuition is due by last business day of the month and is considered late if paid after the 10th. A \$25 late fee will be assessed after the 10th of the month. If payment still has not been received by the 15th, services will be terminated and will not resume until tuition and late fees have been paid in full. Any days missed as a result of this termination will not be discounted.

Parent Signature _____

ILLNESS POLICY:

Parents must pick up their child or send an emergency contact within 2 hours of being of being notified of an illness. Children MUST be without fever of 101 degrees or greater for 24 hours before they return to Morningstar Learning Center. If a child is determined to have a fever when at school, the child will be sent home and will not be allowed to return to school within 24 hours. Children must be without vomiting and diarrhea for 24 hours before returning to Morningstar. Please help keep our school, staff, and children safe and without illness.
Additional illness policy information can be found in the parent handbook

Parent Signature _____

FOOD POLICY:

The State of MT Dept. of Public Health and Human Services Licensing Requirements set the following guidelines for nutrition in a licensed child care facility. Snacks must include 2 of the following components: fruit, vegetable or 100% fruit or vegetable juice; bread or bread alternative; milk or dairy; or meat/meat alternative. Lunch must include one serving of meat/meat alternative; 2 vegetables or fruits, one serving of bread or bread alternative and one serving of milk or dairy.*Additional food policy information can be found in the parent handbook*

Parent Signature_____

SUNSCREEN POLICY:

Morningstar Learning Center asks that parents supply each child with sunscreen. We ask that during the summer and early fall months, parents and caregivers please apply sunscreen to your child BEFORE coming to school. We will reapply throughout the day when we are heading outdoors. By signing this, you are giving us permission to apply sunscreen that is a minimum of SPF 15 to your child.

Parent Signature_____

ADDITIONAL MORNINGSTAR POLICIES:

I have received a copy of Morningstar Learning Center Rates, Handbook and School Calendar.

Parent Signature_____

I understand that a \$1.00/minute early/late fee will be charged for each minute my child is dropped off before 8:30am or picked up after 5:30pm. Out of respect for teachers and fairness to the children in attendance, I agree to drop off and pick up my child on time.

Parent Signature_____

Thank you for your continued support of Morningstar Learning Center!