



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 Initial: _____

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 Initial: _____

BILLING POLICY:

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

Parent Initial: _____

LATE FEE POLICY:

Tuition is due by the 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 Initial: _____

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 Initial: _____

ABSENCE / VACATION POLICY:

Families that notify MLC 30 days or more in advance of absences (for example: vacations), will only be charged 50% of their tuition.

Parent Initial: _____

FOOD POLICY:

The State of MT Dept. of Public Health and Human Services Licensing Requirements set the following guidelines for nutrition in a licensed childcare 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 Initial: _____

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 Initial: _____

ADDITIONAL MORNINGSTAR POLICIES:

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

Parent Initial: _____

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 Initial: _____

By signing this you are acknowledging that you have read, understand, and are willing to adhere to the policies listed above.

Parent(s)/Guardian’s Signature

Date

Thank you for your continued support of Morningstar Learning Center!