



ODU Child Study Center (Half-Day) Policy Agreement

I understand and agree to the following:

1. Program hours are 8:30a.m. to 11:30 a.m. or 1:00-4:00 p.m.
2. Late pick-up charges are \$10.00 for the first ten minutes or any part of, and an additional \$1.00 per minute after the first ten minutes. After 30 minutes, we will contact emergency contacts to pick-up your child.
3. The CSC is a "Nut Free Zone". No peanut or tree nut products will be served or brought in by parents.
4. I authorize the ODU CSC to obtain immediate medical care in the event of an emergency and I cannot be located immediately. I will not hold Old Dominion University or the Child Development Center financially responsible for the emergency care or transportation of my child.
5. Only prescription medication with proper documentation from a physician will be administered in the CSC. I understand the CSC will not apply sunscreen, bug spray, chapstick or lotion.
6. If my child becomes ill, I will be called to pick them up immediately. Children must be fever and symptom free for 24 hours and be able to comfortably participate in the daily activities before returning to the CSC after illness.
7. I will notify the CSC within 24 hours or the next business day if any member of my immediate household has developed any reportable communicable disease, as defined by the State Health Department. Life threatening diseases will be reported immediately.
8. Monthly tuition payments are due by the 1st of each month if not paid at the beginning of the semester. On the 10th of the month, a \$15 late fee will be added. Accounts 30 days past due will be sent to collections.
9. I will give a 30 day written notice, including a reason, should I choose to withdraw my child from the CSC. Tuition will be due for those 30 days.
10. I have read the ODU Child Development Parent Handbook and agree with the policies contained in it.

Child's Name _____

Parent's Signature _____ Date _____