

## General Policies

Please read and sign this sheet that outlines the policies and procedures of The Learning Knoll.

1. I understand that I must accompany my child at drop off and pick up by consulting a staff member so that the organization can maintain appropriate supervision, attendance records, and help facilitate family-staff interactions.
2. I understand that The Learning Knoll discourages idling vehicles in our parking areas, except if it is extreme heat or cold to maintain temperatures.
3. I understand that the Greenfield Center closes at 5:15 P.M. and Shelburne Falls Center closes at 5:00 P.M. The penalty for late pick-up is \$15.00. Only one warning will be given before the fee is assessed.
4. I understand that if an individual arrives to pick up a child in any Learning Knoll program and is determined by the staff to be under the influence of alcohol or any other substance, the child will not be released to that individual. The staff member will use the emergency numbers of that child to contact a person who is able to pick up the child.
5. I understand that my child must be at the respective sites by 9:30 in order to experience a full range of curriculum. In addition, I need to call the site if my child will be absent, on vacation or has a previously scheduled appointment. The Greenfield site will call parents of school age children who do not arrive on the bus from the public school.
6. I understand that The Learning Knoll reserves the right to **suspend or terminate my slot if my child exhibits behaviors that are incompatible with the functioning of our program (i.e., hurting themselves, hurting others, inability to participate in program activities).**
7. I give permission for my child to participate in the walks, field trips, special events, and publicity pictures or videos that are part of The Learning Knoll program for the year.
8. I understand that toys from home need to stay at home. Soft, special comfort items may be used during rest times or if needed as a comfort during difficult transition times.
9. I understand that The Learning Knoll supplies breakfast, lunch and snack and food/snacks from home **should not** be sent in with children.
10. I understand that I am responsible for keeping information on my child current and up to date (such as contact information, medications, release information, etc.)
10. I understand that in order for my child to attend he/she must have on file current evidence of a physical and immunizations unless religious exemption is claimed.

**I have read and agree to the policies stated above.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_