1. The purpose of the Lab is to provide a safe, healthy, and stimulating learning environment where children can stay while their parents are at school or work.

2. Children between the ages of 3-5 years old can be enrolled at the Lab.

3. Enrollment priorities will be the following for the Fall and Spring Semesters:
   a. Children of students who need part-time care. Part-time care is defined as a three – day care (Monday-Wednesday-Friday) or as a two-day care (Tuesday-Thursday).
   b. Children of students who need full-time care (Monday-Friday).
   c. Children of university employees.
   d. Children of community persons.

   A student will need to turn in a current printed class schedule and an employee will need to turn in the name and phone number of the MTSU department where he/she is employed. Employment will be verified each semester.

   You will be guaranteed the position you received upon enrollment (MWF, T-TH, or Monday-Friday) for each semester. If you wish to change the days you bring your child, you can request the change during the enrollment period at the end of each semester and changes will be granted IF space is available on those days. You are only guaranteed the days for the next semester that your child currently attends (e.g., if your child attends MWF in the fall, he is guaranteed MWF in the spring semester; if he attends full-time in the summer, he is guaranteed full-time in the fall semester). Deposits must be paid in full and on time to secure a slot for the next semester.

4. Enrollment priorities will be the following for the Summer Semester (beginning with Session I):
   a. Children enrolled during the preceding Spring Semester will have first priority to enroll for the summer on a full-time basis.
   b. Other children of students who need full-time care during the Summer Semester.
   c. Children of students who need part-time care during the Summer Semester.
   d. Children of university employees.
   e. Children of community persons.

5. A two week written notice is required to terminate enrollment or two weeks of fees are assessed to the parent. If the parent fails to meet the obligation to pay the full amount of fees or provide the required notice as agreed upon at the beginning of each semester, the parent’s name will be put on the encumbrance list at the Business Office. When a parent terminates his/her child’s enrollment from the
Lab, the position will be filled as soon as possible. The parent may put the child’s name(s) on the waiting list if he/she anticipates needing child care in the future.

6. Once a parent has enrolled his/her child in the Lab, the parent will have first priority to register his/her child in successive semesters. For each semester (Fall, Spring and Summer Semesters – beginning with Session I) the fee for the first week plus the $25.00 registration fee, must be paid in advance on the designated date announced by staff. Deadline to sign up for the next semester will be announced in the monthly parent newsletter and on the parent bulletin boards located at the child care facility.

7. The Lab is open only when classes (including finals) are in session. No charge when the Lab is closed.

8. The Lab will be open from 7:00 a.m. – 5:00 p.m., Monday through Friday for all three semesters (Fall, Spring and Summer). Children cannot be dropped off earlier than 7:00 a.m. In case of extreme emergency, the parent must call the Lab for a child to remain past closing time. There will be a $1.00 late fee charge for every minute a child remains past 5:00 p.m. even if the parent arrives before 5:00 p.m. The parent must pay the late fee regardless of reason for being late.

9. The weekly fee scale for the following categories will be:

<table>
<thead>
<tr>
<th>Days</th>
<th>MTSU Student</th>
<th>MTSU Employee</th>
<th>No MTSU Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF</td>
<td>$ 84.00</td>
<td>$ 90.00</td>
<td>$ 96.00</td>
</tr>
<tr>
<td>T-TH</td>
<td>$ 56.00</td>
<td>$ 60.00</td>
<td>$ 64.00</td>
</tr>
<tr>
<td>M-F</td>
<td>$140.00</td>
<td>$150.00</td>
<td>$160.00</td>
</tr>
</tbody>
</table>

There is a $25.00 registration fee charged at the beginning of each semester.

If your status/category changes, you will be required to pay a different amount. The weekly fee is to be paid in advance and in full. No partial payments for the week will be accepted. The parent may pay more than one week in advance, but the total amount must pay for the full number of weeks covered in the payment. The parent will pay by Thursday (for Tuesday – Thursday children) or Friday (for Monday – Wednesday – Friday or full-time children) for the upcoming week. If the parent has not paid for the week before the child is left at the center a $5.00 late payment fee will be added to the parent’s weekly fee.

A parent will NOT be able to leave his/her child on the second day the child enters the Lab until ALL fees are paid in full. If a vendor is paying your child care fees the Lab must have a contract with the vendor BEFORE your child starts. Otherwise, the parent is obligated to pay the full amount until the vendor sends a contract to the Lab. The Lab will reimburse the parent if the vendor has agreed to pay for fees already paid by the parent.
Child care fees can be paid by check, money order, or on-line by credit/debit card. Go to the MTSU Child Care Lab website to find the link to pay on-line (www.mtsu.edu/childcare/). You must bring in a printed receipt verifying payment just as you would bring in a check or money order. To protect your personal information, do not use campus computers to transact personal business.

10. The weekly fee must be paid whether or not the child attends. Let staff know if your child will be absent. If a child is absent 2 weeks without notification, enrollment is terminated.

11. The parent must complete all enrollment forms for the child and a current immunization record signed by a health care provider must accompany the child prior to admission to the program. Each child must receive all required immunizations unless there is a medical reason preventing immunization, which is certified by a health provider, or a signed parent statement denoting religious exemption.

12. A child must be toilet trained before entering the Lab. This includes the ability to handle clothes and wiping. No pull-ups are allowed. Recommend wearing clothing that is easy for your child to independently manipulate in order to go to the bathroom.

13. Before finalization of enrollment, each child must meet with the director or designated Lab employee or representative while visiting the site. At least one pre-enrollment visit is required before the child can begin.

14. If a child displays atypical/unacceptable behavior at the Lab, the staff will conference with parent(s) to develop a plan that will assist in eliminating that behavior. If the behavior persists, the staff and parent(s) will develop a written plan that specifies alternate options such as the number of days or amount of time the child may attend or request outside support agencies to observe and make recommendations that would benefit the healthy development of the child. If expulsion must occur, a planned transition of a child to another program can be developed between the staff, parents, and outside agency/professional and reasons for expulsion will be recorded and discussed with the parent(s).

15. Parents are expected to bring their child into the Lab daily and remain with their child until a brief health check is completed. A child may not remain at the Lab if ill.

16. The staff will NOT dispense medicine except for a chronic condition or illness such as asthma, allergies, or diabetes. All medication and medical devices must be clearly labeled with the child’s name, in the original prescription container, and not out of date. Parents MUST fill out a medical report stating exact steps (specific dosage and times) to be taken if medicine has to be dispensed because of a chronic condition or illness. Parents may come by at any time of the day to
dispense medicine to their child for chronic conditions other illnesses such as colds, strep, etc. Medical forms must be completed and signed by a parent BEFORE medicines are used.

17. Only authorized adults can pick up a child from the Lab. Each person listed on a Parent Authorization Form and/or child’s application must be eighteen years or older and be able to show a picture ID upon request by the Lab staff. It is the responsibility of the parent to keep the list of authorized adults who can pick up his/her child up-to-date. The Lab has a keypad security system on the front entrance door entering from the lobby into the classroom. Parents are required to submit a password that will be approved by the administrator and used to gain entrance to the Lab. *It is the responsibility of the parents to insure only authorized adults who may drop off/pick up their child have the password to gain entrance to the Lab. The staff will NOT release a designated password to anyone other than to parents/guardians. Please do not allow anyone to gain entrance to the Lab other than those who are accompanying you as you enter.* The staff cannot release a child to anyone whose behavior may place the child in imminent risk such as drug use, intoxication, signs of mental or physical impairment.

18. Parents will be promptly notified of the occurrence of a communicable disease at the Lab. Parents are responsible to notify the Lab as soon as possible about any illness or disease their child has which may affect the other children and staff.

19. If a child requires a special diet, the parent must inform the director before enrollment. Efforts will be made to meet special needs. However, in cases of extreme dietary requirements, parents will be required to furnish the child’s food. Food brought in from home will need to be reflective of the nutritional food required by the USDA Food Program and will need to be cut into bite size pieces to prevent choking as required by state licensing.

20. The parent is responsible for informing the staff about any physical and/or mental needs of a child which will require special care. The Lab serves children with special needs and disabling conditions whenever reasonably possible.

21. Each child must have a change of clothing with his/her name clearly marked on each clothing article and placed in a bag to be left at the Lab for emergencies.

22. The parent must provide one cover and one sheet to be used by his/her child during rest time. The parent must take the covers home every week to wash.

23. Outdoor play is an important part of our program. It is the parent’s responsibility to insure the child is suitably dressed to play outside.

24. If a child becomes ill during the day, a parent will be called to come and take the child home. Sick children cannot be cared for at the Lab. A child must be fever free and/or symptom free for twenty-four hours before he/she returns to the Lab.
25. It is the responsibility of the parent to insure his/her child does not bring in food, money, or toys (except on designated Show-N-Tell days). A child may bring a “soft-n-cuddly” and/or a book from home every day with the child’s name on each item.

26. A hot lunch, mid-morning snack & afternoon snack following the Child and Adult Food Program guidelines will be offered at no additional cost.

27. The parent is responsible to sign the Field Trip Permission Form for EACH field trip sponsored by the Lab. The parent will be responsible for paying the cost of the trip if there is a fee charged. The parent will bring in cash (exact amount) charged for the field trip on the day of the trip.

28. The person bringing the child to the Lab MUST print AND sign his/her FIRST and LAST name, child’s FIRST and LAST name, and the time the child has arrived at the Lab on the roster form located at the entrance to the classroom. The person picking up the child MUST print AND sign his/her FIRST and LAST name and the time the child leaves the Lab. Do NOT sign out until you are ready to exit the Lab with the child. The staff reserves the right not to release children to individuals whose behavior places the children at risk. The staff will contact another authorized person to pick up that child and will call Campus Security if deemed necessary for the protection of the children and staff.

29. Observation of children by non-child care agency staff occurs throughout the semester since our facility provides a Lab setting for the university and early childhood professionals. Parental consent will be obtained prior to the child’s individual participation in a research or class project.

30. Parents are aware that every operator, owner, licensee, director, or staff member of, or substitute staff member or volunteer in a child care agency licensed by the Department of Human Services is individually responsible, and is required by Tennessee Code Annotated, 37-1-403 and 37-1-605, to immediately report any reasonable suspicion of child abuse or neglect to the Department of Children’s Services, local law enforcement or the judge of the juvenile court in the county of the child’s residence.

31. MTSU is a tobacco-free campus. Please reference the MTSU tobacco free policy for further information.

32. The Lab will follow the inclement weather policy as stated in the MTSU Child Care Lab Parent Handbook. The current policy will be posted in the classroom for parent’s review.

33. The MTSU Child Care Lab Emergency Handbook is available for review and parents are responsible to be aware of the procedures that must be followed by the
Lab when an emergency occurs. Basic information such as emergency contact numbers, emergency transportation plans, and on-site/off-site evacuation facilities, are posted in the children’s classroom for parent viewing.

34. All parents must receive a *MTSU PARENT HANDBOOK* upon enrollment of their child at the Lab. It is the parents’ responsibility to review the information. The handbook will be discussed at the parent meetings scheduled throughout the year but parents can seek information and ask questions any time during the year.
PRINT CHILD’S NAME

PARENT POLICY AGREEMENT
MTSU CHILD CARE LAB

I,

______________________________

CERTIFY THAT AS OF _________________ (Date), I HAVE READ AND AGREE TO FOLLOW ALL LAB POLICIES. I HAVE BEEN GIVEN A COPY OF THE CURRENT POLICY AGREEMENT, CURRENT PARENT HANDBOOK, AND THE CURRENT SUMMARY OF STATE LICENSING REQUIREMENTS FOR CHILD CARE CENTERS. I AM AWARE OF THE LOCATION OF THE CURRENT EMERGENCY PROCEDURES, CURRENT DEPARTMENT OF HUMAN SERVICES LICENSING REQUIREMENTS RULES AND REGULATIONS, AND THE PERSONAL SAFETY PROGRAM CURRICULUM.

REVISED POLICY AGREEMENT: JULY, 2019