

Parental Responsibility Agreement/Release Form

Please read carefully, sign on back, turn in one copy, and keep one copy.

Timothy Lutheran Early Childhood Center is owned and operated by Timothy Lutheran Church. Our Center is an exempt center for children ages 6 weeks to 4/5 year olds in our Full Time Program and 2 to 5 year olds in our Part Time Program.

STAFF/CHILD RATIOS:

Infant/Toddler Room age 6 weeks to 2 years	1:4
Preschool for age 2 years	1:8
Preschool for age 3-6 years	1:10

STAFF/VOLUNTEERS:

Background checks are conducted on all staff and include such things as a child abuse and neglect screen, a criminal record review, etc. Volunteer drivers are screened for child abuse and neglect through Division of Family Services.

EDUCATIONAL PHILOSOPHY:

“Touching Lives for Christ” is the mission of Timothy Lutheran Church, School and Early Childhood Center. Our ministry is founded on the Great Commission which Jesus gave His church—to make disciples of all people (Matt. 28:18-20) as disciples of Jesus, we are committed to:

Gathering- for worship and fellowship in Christ.

Growing- in Christ-like living through God’s Word.

Going- as a witness to all that Jesus is Lord and Savior.

Giving- joyfully in service in God and His people.

Gathering:

We believe that Timothy Lutheran Early Childhood Center should be a place where students

1. Gather together for worship, learning, and play.
2. Learn to serve as useful and active citizens in the community.

Going:

We believe that Timothy Lutheran Early Childhood Center is a place where

1. Evangelism is always present for and through the students.
2. Children learn from the teachers to develop the desire to hear witness to each other and to their community.
3. Children develop the desire to lead others to their Savior.
4. Worship service and special events are publicized to students and their families as outreach opportunities.

Giving:

We believe that Timothy Lutheran Early Childhood Center is a place where students

1. Share God’s love through mission opportunities.
2. Develop an understanding of the Christian’s obligation and responsibility to make full and wise use of his/her God-given talents, time, and treasures.
3. Develop Christian citizenship grounded in obedience to God and His Word

DISCIPLINE PHILOSOPHY:

The Timothy Lutheran Early Childhood Center views discipline as a learning experience. The children are taught proper behaviors through example, re-direction, and, when necessary, safe spot. Discipline is taught in a positive and forgiving manner, and parents/families are included in the process. Corporal punishment is not used, the concept of "Love & Logic" is.

PARENT HANDBOOK:

A Parent Handbook is updated every summer and given to all families when their child begins class. The Handbook contains enrollment, medical, financial, and operating policies for the Timothy Lutheran Early Childhood Center. Please read it!

TUITION AGREEMENT:

Timothy Lutheran Early Childhood Center will provide _____ for _____
(Class) (Student)

The tuition rate for my child is: (Please see the weekly/monthly tuition fees listed by class on the sheet entitled "Program Preferences".)

_____ Enrollment fee

_____ Tuition Management Fee

_____ Weekly for Childcare/Elementary programs

_____ Monthly for 2'S/Preschool, 3'S Preschool/4's Pre-K Preschool/Elementary programs.

_____ 10% discount for multiple child in the family

Timothy does not want tuition to be the factor that does not allow your child to be a part of our school ministry. It is for that reason Timothy has monies to use as tuition support for needy and qualifying families. Please check with the Early Childhood Center Office for more information.

Preschool/Pre-K/Elementary tuition is calculated on a yearly basis and divided into equal monthly payments for your convenience. Therefore, no reduction in tuition is made for scheduled holidays, conference days or absences.

(Those enrolled in year-round Childcare receive vacation time. See the Parent Handbook for explanation.)

All tuition is paid by "Automatic Withdrawal" (ACH) and is a Mandatory form of payment, see form attached.

Bank fees assessed to Timothy when checks are returned unpaid due to insufficient funds or closed account will be passed on to the writer of the check. An additional Fee of \$15.00 will be charged.

After 2 returned and unpaid checks are received, all future payments must be paid in cash or money order. Late fee pick-up is \$1.00 per minute late.

I have read, understand, and agree with all of the above items. I accept full responsibility for the payment of all fees.

Parents signature: _____ Date: _____

Please keep one copy of form and return the other with enrollment papers.