

SPECIAL POLICIES

Summit Early Learning Center, Inc.

Minneapolis, MN 55405

Phone: 612-377-9011

Fax: 612-977-0168

Child's Name: _____

Birth Date: _____

Non-Discrimination Policy

Summit Early Learning Center advertises for children in the public media in order to make openings known and available to all. We welcome and consider all children and their families regardless of race, color, religion, or national origin. We also welcome children with special needs.

Data Privacy

The information you provide during our admission and enrollment process assists the teachers at Summit Early Learning Center (SELC) to best serve your children. The Minnesota Department of Human Services (MNDHS) requires emergency and health information for licensed programs, and Summit Early Learning Center must have this information before your child's start date. Other information requested is desirable, however may not be legally required. You may refuse to provide SELC information that is not required by law, however, the Executive Director of SELC reserves the right to refuse your child's service should the omitted information be essential to our program.

The information you provide will be kept in confidence, and will only be made available to the SELC staff who works with your child and staff involved with billing. If your services are subsidized, fully or in part, we are required to allow your funders access to your records. MNDHS may also request access to your records to ensure SELC's compliance with licensing requirements.

Late Pick-up Policy

SELC provides childcare to you per your **contracted hours**. The regular day program ends at 5:30pm. Failure to pick up your child(ren) by the scheduled end times and/or your contracted hours will result in a late fee charged: **\$5.00 per child for every 15 minutes late**. On Fridays, the late fee is **\$10.00 per child for every 15 minutes late**. These fees are to be paid when you pick up your child(ren).

I acknowledge I have read and understand the above special policies:

Parent/Guardian _____

Date _____