HOUSE OF DAVID KINGDOM KIDS ACADEMY, LLC

CHILD ATTENDANCE DAYS & HOURS AGREEMENT

2617 East 40th Street | Cleveland, OH 44115 | 216-675-0040

One completed agreement is required for each child. The signed schedule controls the days and times the Academy has agreed to provide care.

Child's full legal name: _____ **Date of birth:** _____

Parent / legal guardian: _____ **Schedule effective date:** _____

APPROVED WEEKLY ATTENDANCE SCHEDULE

DAY	ATTENDING?	EARLIEST DROP-OFF	LATEST PICK-UP
Monday	Yes / No	___ : ___ a.m. / p.m.	___ : ___ a.m. / p.m.
Tuesday	Yes / No	___ : ___ a.m. / p.m.	___ : ___ a.m. / p.m.
Wednesday	Yes / No	___ : ___ a.m. / p.m.	___ : ___ a.m. / p.m.
Thursday	Yes / No	___ : ___ a.m. / p.m.	___ : ___ a.m. / p.m.
Friday	Yes / No	___ : ___ a.m. / p.m.	___ : ___ a.m. / p.m.
Saturday	Yes / No	___ : ___ a.m. / p.m.	___ : ___ a.m. / p.m.
Sunday	CLOSED	NO CHILD CARE	NO CHILD CARE

Weekly scheduled hours: _____ **Agreement type:** Initial / Replacement **Optional end date:** _____

Academy operating hours: Monday–Saturday, 6:00 a.m.–12:00 midnight. No Sunday care. All times above must include a.m./p.m.; 12:00 midnight is the end of the operating day.

PARENT / GUARDIAN AGREEMENT & SAFETY REQUIREMENTS

1 Agreed hours only. Care is provided only on the approved days and between the arrival and departure times above. Early drop-off, unscheduled attendance, and late pickup are not permitted. My child must be signed out by the approved pickup time. The Academy's general operating hours do not extend my child's individual schedule.

2 Written changes required BEFORE care changes. All changes, including one-time changes, added days, earlier arrival or later pickup, must be requested in writing. A NEW agreement must be completed, approved and signed by the parent/guardian and Academy BEFORE any change takes effect. A call, text, email or verbal request alone does not amend this agreement. Approval depends on staffing, capacity and any applicable PFCC authorization.

3 Late pickup / overtime fee. A $50 fee per child, per occurrence applies to pickup after the approved time, subject to applicable law and the signed fee policy, including PFCC fee rules when applicable. Reporting a delay does not extend care hours or automatically waive the fee. In an emergency, call immediately and arrange prompt pickup by an authorized adult.

4 Safety of everyone involved. Approved schedules protect children, families and staff by supporting supervision, required ratios, child accountability and emergency planning. When pickup is late, the Academy will continue safe supervision until release to an authorized adult and follow its late-pickup procedures. A child will never be left unattended because of late pickup.

5 Repeated late pickup - possible termination of child care. If a child is picked up 60 minutes or more AFTER the agreed pickup time on TWO separate, documented occasions during enrollment, the Academy MAY terminate child care services. The Academy will issue a written warning after the first occurrence. Following the second, it may issue a written disenrollment notice stating the reason and effective date. Before deciding, the Academy will consider documented emergencies, reasonable accommodations and applicable nondiscrimination requirements. Any termination will follow the Academy's written policies and applicable law, including PFCC requirements when applicable. The Academy will document incidents and contact attempts, continue supervision until authorized pickup, and notify the county department of job and family services when a PFCC child stops attending.

ACKNOWLEDGMENT: I have read and agree to the approved schedule, written-change rules, late fees, and two-occurrence late-pickup termination policy. A new signed agreement replaces this one only on its stated effective date.

_____ _____

Parent / legal guardian signature Date

_____ _____

Second parent / guardian signature (if applicable) Date

_____ _____

Academy administrator / authorized representative Date approved

Recordkeeping note: Keep this agreement in the child's file. It supplements—not replaces—the required enrollment form, actual arrival/departure attendance records, and any PFCC attendance and authorization requirements.