

Universal Child Care & Learning Center LLC / Universal Learning Academy

2113 Bungalow Road, Augusta, GA 30906
(706)793-7000 ext.1 phone/ (706) 793-7025 fax
Ms. Yiet S. Knight, Director/Owner

Dear Parent(s):

Along with this letter you will receive the **Universal Child Care Handbook** and an updated **Enrollment Agreement**. Please take the time to familiarize yourself with the rules and policies. If there is something in the Handbook or in the Enrollment Agreement that you are not clear on, please contact Ms. Knight and set up an appointment to go over it. In order to comply with state regulations we will need you to bring in the following documents that are checked. Your immediate attention to this matter is greatly appreciated.

PLEASE RETURN BY: Your Child's Start Date

Child's Name:

Birth Certificate (child(ren))

Current Shot record (Form 3231)

Medical Insurance Card (child(ren))

Picture ID (parent and/or guardian)

Allergy statement from doctor (if applicable)

PLEASE COME TO THE OFFICE TO SIGN FOR YOUR HANDBOOK AND RETURN YOUR DOCUMENTS.

Thank you,
Ms. Yiet Knight
Director/Owner



June 30, 2013-June 30, 2016



June 2014-June 2017