



Growing Giraffes

Preschool

Family Handbook



welcome



Welcome to Growing Giraffes Childcare, where children are encouraged to learn, play and grow! We are very excited to become a part of your child's early learning experiences! It is important to read through and fill out ALL portions of the enrollment agreement, so we can provide the best care for your child and this information is needed to comply with licensing regulations. This agreement will be reviewed and resigned on an annual basis



Mission statement

At Growing Giraffes we believe our center will offer a secure, loving environment for children ages three months to five years and be staffed by childcare professionals trained in early learning programs and curriculum. We will help families be involved with communication as we work together as a team to help their child gain independence and critical thinking skills to succeed in development using a play based method of teaching.

Our Goal

OUR GOAL in creating a quality childcare home for your child is to provide:

- An enriching learning environment- Yes we will be teaching the ABCs and 123's however we feel that learning is more than that, we feel learning is also being given the opportunity to learn values and manners. The learning of honesty, respect, self-reliance, self-control, self-discipline, and moderation, are all values of being; dependable, loving, and sensitive to others, kindness, friendliness, and fairness are the values of giving.
- A proper approach to boundaries Since children occasionally need structural boundaries, it is important that we keep open communication so that your child is not too confused as to where the boundaries are and what is expected of him/her.
- An environment that fosters unconditional love, support, and acceptance-

This kind of love is very important to us because children should not grow up feeling that in order to be loved and cared for, they must meet numerous conditions.

Meet The Owner

The Owner and Center director of Growing Giraffes is Kaylee Brock.

"Hello, My name is Ms. Kaylee. In 2016 I became a nanny which I loved. Then I met my husband and decided to work for a corporate childcare. I realized in 2019 I wanted to take the pros from both and start a certified in-home daycare in West Linn, OR that I owned for 3 years until moving recently to Redmond, OR where I started my certified in-home preschool Growing Giraffes. After opening, I saw the great need for quality childcare in this community. This lead me to opening a certified center to serve more families. My goals are to help kids grow not just at school but also to excel with communication with families so we can work together as a team to make a positive impact on the most crucial years of life. I look forward too many more years of serving families."





Typical Activities Offered at Growing Giraffes:

- Group Play: Singing, dancing, play acting, dramatic play, games, music time, and yoga/ stretching, etc.
- Free Play: Children have a choice of blocks, kitchen toys, dolls and accessories, legos, playsets, household toys, art materials, play-dough, puzzles, books, various manipulatives, etc.
- Learning Time: Circle time; stories; developmentally appropriate activities that encourage the mastery of early learning skills and concepts; ABC's and 123's; art; individual Phonics Lessons for each child.
- Language: Nursery rhymes; finger/puppet play; stimulus pictures or objects to encourage verbalization and expression; flannel boards; books/stories/reading, listening to books, etc.
- Outdoor Play: Running, balls, gardening toys, trucks, bikes, structured large motor play, etc. (weather permitting) ****Please remember to dress your child appropriately for the weather, if in doubt dress in extra layers or bring extra clothes.**
- Dramatic Play: Dress up; role playing; puppetry; etc.
- Sensory and Science: Exploration

Assessments

- Families will be asked to fill out an ASQ assessment on their child within the first 45 days of care. This will greatly help us set them up for success
- Conferences will happen quarterly with teachers and families to ensure we are working as a team to help your child grow.

Curriculum plan

Curriculum plan is a custom workbook and planner created by founder Kaylee Brock. Curriculum includes focus on monthly themes, teacher lead art projects, phonics, colors, shapes, numbers, and music. Projects are developed to be used throughout the age groups of 1-5 with varying teacher involvement. Developmental goals are based on Headstart Early Learning Standards.

Screen Time

- Screen time is limited to occasional movie days.

Month	Letter	Number	Color	Shape	Theme
September	A B	Zero, Ten	Yellow	Circle	All About me
October	C D	One, Eleven	Orange	Star	Fantastic Fall
November	E F	Two, Twelve	Blue	Square	Foods and Farm
December	G H	Three, Thirteen	Red	Triangle	Wonderful Winter
January	I J	Four, Fourteen	White	Rectangle	Pets
Febraury	K L	Five, Fifteen	Pink	Pentagon	A-z Zoo animals
March	M N	Six, Sixteen	Green	Hexagon	Dinosaurs
April	O P	Seven, 17	Purple	Diamond	In the spring
May	Q R	Eight, 18	Brown	Octogon	Books
June	S T	Nine, 19	Gray	Oval	Insects
July	U V	10	Black	Cone	Summer
August	W X Y Z	100	Rainbow		Community Helpe



Welcome

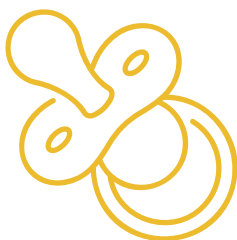
Class Schedules

- Growing Giraffes has three classrooms, Infants(0-24 months), Toddler(24-36 months), and Preschool (3-5 years).
- Classroom adjustments will be made yearly starting in September. If your child were to turn 2 in the month of July they will not move to the toddler class until the new school year in September and tuition remains the same until that move.

Infant Schedule

(Infant schedule will vary based on individual schedules))

7:00 am	Open
8:00 am	Breakfast
9:00am	Sensory play
9:30 am	AM Nap
10:45 am	Outside time
11:00 am	Lunch
11:30 am	Nap/
1:30 pm	Snack
2:00 pm	Music
2:30 pm	Outside Time
5:15 pm	Close



Wobbler Schedule

7:00 am	Open
8:00 am	Breakfast
9:30 am	Circle time
10:00 am	Art
11:00 am	Lunch
11:30 am	Nap/Rest
1:30 pm	Snack
2:30 pm	Outside Time
3:00 pm	Music
5:15 pm	Close



Toddler Schedule

7:00 am	Open
8:00 am	Breakfast
9:00am	Table time
9:15 am	Circle time
9:30 am	Art
9:45 am	Outside
10:45 am	Story time
11:00 am	Lunch
11:30 am	Nap
1:30 pm	Snack
2:00pm	Music
2:30pm	Outside
3:00pm	Free play
5:15pm	Close

Preschool Schedule

7:00 am	Open
8:00 am	Breakfast
9:00 am	Outside
9:45 am	Circle time
10:15 am	Art
11:00 am	Lunch
11:30 am	Nap/Rest
12:15 pm	Quiet activities/Nap
1:45 pm	Outside
2:30 pm	Snack
3:00pm	Circle Time
3:30pm	PM Activity
4:30pm	Indoor playground
5:15pm	Close

*Outside schedules may vary by weather





Policies and Procedures



Communication:

Communication is key to a successful child care arrangement. The parents and Teachers need to have a good working relationship, so we can communicate and work well together. Optimal times for communication are upon drop-off and/or pick-up or via the Child Pilot App.

Parents and Teachers need to exchange pertinent information in the child's life such as changes in routine, special events, or activities, as well as changes such as i death, divorce, separation, moving, traveling, visitors, etc. All this information can be important in understanding the child's feelings, behavior, and well-being which in turn will assist in a positive day. Please express any concerns you may have as soon as the concern arises.

We invite you to share with the Teachers in a note, message on the App or email; by phone through phone call; or to schedule an appointment to discuss your concerns in any area that you feel is not being addressed, and we will do our best to make necessary changes in that area to provide optimal care for your child.



Policies and Procedures

We have chosen to use ChildPilot as our main source of communication. This App works on all phones, computers, and tablets. We will use this App for communicating the following:

- Signing your child in and out
- Sending photos and videos of your child's day
- Sending reminders, messages, and notifications
- Documenting observations and milestones
- Creating incident report
- Billing purposes (invoice is emailed 7 days prior to due date; email receipts and year-end statements)
- Paperless Payments
- Creating calendar event
- Documenting naps and meals

Communication is very important to us which is why we have set up ChildPilot to keep you well informed about what happens throughout your child's day. With that being said, please do not contact us after hours unless it's an emergency, or your child is going to be absent. If you do happen to send a message, we mostly likely will not be responding until the next business day.

Initial: _____



Policies and Procedures

Days/Hours of Operation:

Hours of operation are 7:00am to 5:15pm, Monday through Friday.

Child care is available Monday through Friday, with the exception of closings, as referred to in this handbook and yearly calendar. Actual days and hours are determined by the parent/guardian's individual needs.

Please understand that the contract drop-off time is important because we plan each phase of our morning routine, as well as our entire day around the collective time frame of each child.

Our contracted pick-up time is important as there are several things that need to be done in preparation for the child to leave for the day, including clean up, gathering of belongings to go home, etc.

In addition, we frequently have after hour commitments with time contingencies for ourselves, family members, and employees. If you arrive late to pick up your child, then we are late for our after-hour activities. Your consideration for this policy is appreciated.

Late Drop off and Late Pick up:

All enrolled children are expected to be dropped off no later than **9:00 am** (unless we are previously notified) to avoid disruption of our routines and overall program.

Please remember that this is a child care business and not an informal babysitting service. If you suspect that you may be late in picking up your child, you will need to arrange for a backup caregiver to come in your place.

Late pick up time: **A late pick pick-up fee of \$5.00 per child per minute** will be assessed when a child is left beyond the operating hours. The late pick up fee is not an agreement to provide after-hours service.

Trial Period of Enrollment:

Your child's positive adjustment is important to us. This adjustment is based on the child's interaction with the Provider, staff, and the other children.

Our goal is to meet the individual needs of every child. However, this is not always practical. Therefore, it is agreed that an evaluation of adjustment will be made during the first month of care.

As a team we will determine if your child is adjusting well to our program and environment and at the end of the first month, permanent enrollment will be acknowledged.

If necessary, during this trial period, we will have regular conferences. This policy will be enforced fairly in the best interest of everyone.

Initial: _____



Policies and Procedures

Release of Children:

- Our normal procedure is to release your child only to the child's parents or guardians or someone else the parent/guardian authorizes for pick up.
- One of the forms that you are required to complete upon enrollment designates who may pick up your child in the event of an emergency. Please make sure the people listed on this form are those whom you would allow your child to leave with if circumstances occur where we are unable to reach you.
- If someone other than the parent/guardian is to pick up your child, then please notify us ahead of time. A verbal notice is acceptable on that day if this person is on the list of those authorized to pick up your child. If this person is not on file, then we must have written permission to release your child. Once care is established, then a phone call will be a sufficient way to share changes in pick up arrangements. All new people picking up your child will be required to show proper ID before we can release the child.
- Please let us know in advance if someone on your emergency contact form will be picking up your child and inform this person that they will be required to show us their photo identification upon arrival.
- If a parent requests that their children not be released to the other parent, then a written and signed court order must be on file with the provider.
- Those on the list should also be trusted people whom we can call in the unforeseen event that you did not show up to pick up your child.

Absences:

If your child will be absent or dropped off late, then please call or message us to let us know. This will immensely assist us in planning our day and especially helpful in planning meals and snacks.

Short -Term Absences:

If your child will be absent for a reason that is not related to health issues or longer than a vacation week, then you will be required to give the Provider/ Owner a two-week written notice.

A short-term absence from child care due to extended travel or vacation must be paid for if you want your space to be held until you return.

If your tuition is not paid in full prior to your short-term absence, then you will risk losing your child's space.

Payment to hold your child's space can be made with a post-dated check prior to your child's absence.

Initial: _____



Policies and Procedures

Outdoor Play Policy:

Outside play is an opportunity for active, noisy, and energetic cooperative play. It may include water play, sand play, art, and natural activities, as well as imaginative play and opportunities to run, shout, and climb.

We believe that children should spend time outside each day if the weather permits. The children go outside every morning and afternoon. We are mandated by state law to take the children outside each day for large motor outdoor play.

We do not go outside when the temperature is below 35 degrees (including wind chill), or above 90 degrees (including heat index).

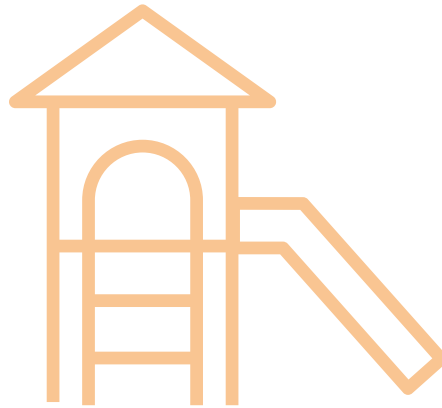
We keep drinking water outside for everyone and encourage the children to drink frequently.

Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of child care until they are able to participate in all activities.

Sunscreen:

Sunscreen in order to apply sunscreen the state requires a medical form to be filled out. If you opt to bring your own sunscreen, aerosol cans are prohibited per state licensing rules.

Sunscreen provided my parents must be labeled with child's first and last name.



What to bring daily:

Please make sure to bring a backpack or bag with, a change of clothes, a water bottle labeled with child's first and last name, and a blanket for rest time.

Children should arrive dressed for play each day. We like to have fun!! Having fun involves outdoor play and lots of messy activities. Please make sure that your child is dressed appropriately, and a change of clothes is always available. Clothing should be comfortable and seasonally appropriate for outdoor play.

**For cold weather make sure to include:
*Hats, coats, gloves/mittens, rain/snow boots**



Initial: _____



Policies and Procedures

Snow and Inclement Weather Conditions:

Please listen to local radio stations, television, and school district apps for updates on school closures due to inclement weather. If Redmond Public Schools close due to inclement weather we reserve the right to close as well. This will depend on how extreme the conditions are.

The Provider/Owner will send a group text and/or email confirming closure or revised opening and closing times.

If the Redmond School District is running late, then we will plan to be on time. Since we do not depend on school district transportation, we will seldom run late for care except under extreme conditions.

Please use your best judgment regarding the ability to safely transport your child to child care, no matter what the announcement on the radio/ news may be regarding Redmond Public Schools.

If it begins to snow while your child is in attendance, and the public schools will need to close early, then we will reserve the right to close early depending on the extreme conditions. If that is the case you will be expected to pick up your child as soon as possible after the announcement. Please make backup plans for these circumstances.

If we have a power failure, which lasts longer than two hours, then we will need to close. We will be unable to reopen until electricity has been restored.

If we are completely closed during snow days, then we will be unable to add alternative make-up days for child care due to scheduling challenges.



Initial: _____



Nutrition:

Children are offered/ served a nutritional breakfast , afternoon snack on a daily and regular basis, as required through the USDA Food Guidelines.

Lunch shall be provided by the parent and shall include, Protein, Grain, fruit, and vegetables. Milk will be offered by Growing Giraffes.

If your child does not arrive in time for our breakfast service, then it will be expected that the child will have been fed prior to arrival to help keep children on a similar feeding/ meal schedule.

Cookies, cakes, and other treats may be offered during special events like birthday or holiday celebrations. All outside food brought into the center by parents must be store bought and not hand made.

All other food and beverages will be provided by Growing Giraffes while your child is in care throughout the day.

It is your responsibility to alert us if your child has any allergies or unique nutritional requirements.

Parents of Infants are responsible for providing formula or breastmilk in a proper manner and taking home all bottles for sanitation

Lunch ideas:

PB and J/Apple sauce/carrots

Bagels with cream cheese/ Peaches/ Green beans

Turkey, Cheese, Crackers/ Bananas/ Snap peas

***For additional lunch idea support please reach out**



Policies and Procedures

Naps and Quiet Time:

All children under the age of five are required by state law to be provided with a rest time. We will provide a safe, warm, quiet and comfortable place for your child to rest.

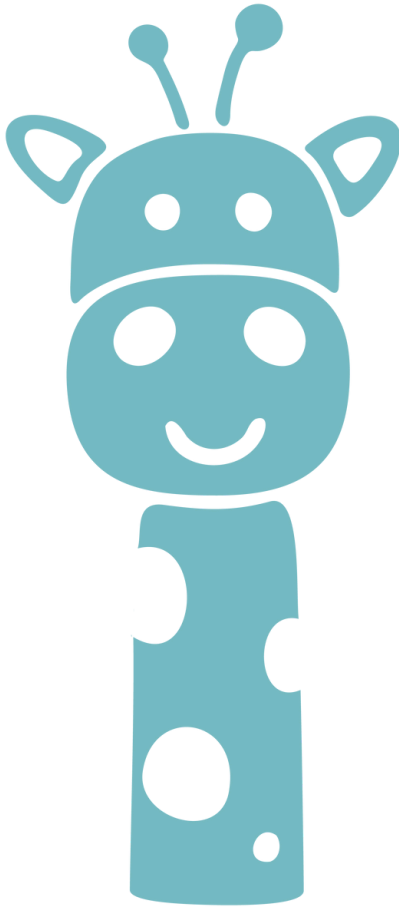
Children who wake up before the designated rest time is over will be guided in finding a quiet time activity to engage in, which will not disturb any other child who is still sleeping.

Parents will need to provide a blanket (and optional travel size pillow) for Toddler and Preschool classes.

For Infants Parents will need to provide a crib sheet.



Initial: _____



Behavior Management and Guidance/Discipline:



Behavior Management

Classroom Policy:

In an effort to work together peacefully and encourage positive behavior, the providers/staff at Growing Giraffes are trained and expected to:

- *help your child develop in their individuality
- * provide a warm, nurturing, fun environment in which to learn and play
- *use a positive approach in discipline and teaching
- *give simple directions
- *be consistent and provide structure
- *allow and give choices
- *proper transitions
- *set age-appropriate limits and standards
- *be attentive and praise positive behavior
- *encourage diversity and multicultural learning

Rights and Responsibilities:

All children have the right to be safe. We are dedicated to teaching peace and nonviolence. We want the children to feel that Growing Giraffes is a place of peace; a place where everyone can feel safe; a place of no-violence and no weapons. We utilize verbal conflict resolution, working from a standpoint of respect; for ourselves; of others, and for the environment.

Guidance/ Discipline Policy:

-Our goal here is to develop happy, well-adjusted children who can control their own behavior and take responsibility for their actions. We want to develop children's ability to play and work cooperatively with others, promote independence in solving problems and help them to handle their own emotions and frustrations in an acceptable manner. We believe that using a positive guidance approach to guiding children can achieve that goal. We will attempt to reduce the chance that discipline problems will occur by:

1. Planning the children's environment and their routines with their needs in mind taking into consideration what is realistic and appropriate for their age and developmental level.
2. Treating each child with respect and affection.
3. Setting boundaries for the children that are reasonable, clearly stated and consistently followed.
4. Taking care to model the behaviors we want to see in children to set a good example.
5. Looking for opportunities to praise and encourage good behaviors.
6. Attempting to distract or redirect children before a problem occurs.

Sometimes even when steps are taken to prevent problems from occurring, situations will occur that require our intervention. We will guide children using POSITIVE GUIDANCE techniques.

We do not, under any circumstances, allow the use of physical punishment.

Initial: _____

Behavior Problems:

Growing Giraffes reserves the right to terminate or refuse service to anyone. We will not tolerate violent actions, disrespect or inappropriate language from children, parents, or providers/staff.

If a child is demonstrating aggressive, hurtful, or inappropriate behavior towards themselves, other children or the staff, then the Owner/Provider reserves the right to terminate the child's care and the parent will be required to pick up the child immediately.

If the providers/staff find that so much time is being devoted to one child due to inappropriate behavior that he/she has little time to work with the whole group, then the following action will be taken:

- *The Owner/Provider will be called in to observe and give guidance for resolution of disharmonious behavioral situations.
- *The parents will be contacted for a conference to discuss the situation and asked to work as a team with the providers/teachers and Owner to assist the child.
- *Continuing disharmonious behavior may result in the Owner/Provider asking the parent to temporarily remove the child from care while the parents, staff, and Owner/Provider discuss a course of action that will aid the child in functioning peacefully and cooperatively.
- *Unresolved behavior challenges may necessitate outside professional evaluation.
- *If no resolution is reached, the Owner/Provider may request the child's withdrawal from care.

Resources will also be made available for the family. Growing Giraffes partners with High Desert ESD for family support.



Behavior Management

Termination by Parents:

Families are required to give a two-week written notice, and two weeks full payment to terminate your child's enrollment in child care, regardless as to whether your child will be in attendance or not.

If two-weeks' notice is not given, you will still be financially obligated for the two weeks of child care fees and/or late payments.

Two weeks full payment still applies when notice is given in conjunction with Provider/Owner's vacation.

Termination by Owner:

Following are typical reasons for termination of your child care arrangement with or without notice. The reason for termination are not limited to those contained below:

- *Failure to complete required forms.
- *Failure to sign child in and out of child care.
- *Lack of mutual communication with Provider/Owner regarding the needs and care of your child.
- *Lack of parental cooperation when issues are addressed.
- *Failure of child to adjust to the routine and expectations of child care environment.
- *If child's needs require so much one-on-one attention that the other children's needs are not being met.
- *Lack of payments or consistently late payments.
- *Lack of respect by the parent or child for any Provider/staff or other children.
- *Violence and harmful behavior being inflicted upon any person, child or thing.
- There might be a time when immediate termination would be warranted, without any notice. Immediate termination will be left to the discretion of the Provider/Owner.

Initial: _____



Child Health and Illness Policy:

Child's Health:

We will not provide care for a child who is feverish or who has thrown up or had diarrhea within the last 24 hours. If your child shows these symptoms the night before care but seems fine in the morning, he/she is more likely still contagious to others. Please be considerate of your child's peers and childcare staff and keep him/her home the full 24 hours and until well!

Please consider that if you try to bring your child in while the child is sick, then everyone in our child care, including staff, will be constantly exposed and it will be difficult to keep illness under control. This can become a vicious cycle or cause an epidemic. Our goal is to have all families and staff work together to keep everyone safe and healthy.

Symptoms of Illness Requiring Absence from Child Care are Defined:

- *Fever
- *Conjunctivitis (pink eye) or "cold in the eye"; any discharge from eye
- *Discharge or drainage from any body part
- *Flu
- *Unusual or unexplained rash
- *Rapid breathing or labored breathing
- *Vomiting
- *Yellowish skin or eyes
- *Diarrhea
- *Lethargic behavior
- *Head Lice (We have a NO NIT POLICY! There should be no nits present at all or the child will be sent home. As a precaution, if child exhibits extreme scalp/head itchiness, please be prepared to have your child sent home for inspection and potential treatment, even if they are not actively displaying symptoms of infestation).
- *Contagious illness of any sort that results in child being too ill to fully participate in daily activities.



Child Health Illness

If your child has a visit to an urgent care, doctor, or hospital for any symptom listed in this policy, or because of sprains or broken bones, your child needs to stay home.

After a visit to urgent care, doctor or hospital, if the doctor says your child is not contagious and able to return to care, then a doctor's note will be expected, with an explanation and details confirming the child is not a carrier or contagious and it is safe for them to return to care.

If your child shows any of the listed symptoms while in care, we will remove him/her from our group and notify you, or an authorized adult, to pick up your child.

Your child may not return until 24 hours after a temperature has returned to normal; 24 hours after your child is no longer vomiting, or 24-48 hours (depending on the illness) after the first dose of an antibiotic.

Families will provide updated immunization records or an exemption for their child.

Initial: _____



Medication:

I will provide written permission for Provider/staff to administer medication with written instruction from me or the child's health care provider, as permitted by local child care licensing regulations. I will complete and sign authorization form. I will provide the medication in its original container (with the pharmacist's label for prescriptions).



*Emergencies

In case of an emergency, I understand that staff will attempt to contact me immediately. I also authorize staff to:

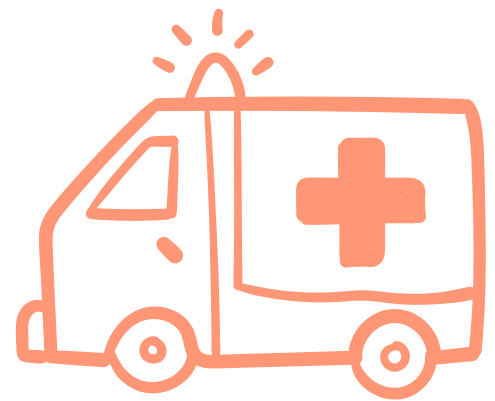
Consult a physician or dentist named on child authorization form.

Administer first aid and/or cardiopulmonary resuscitation.

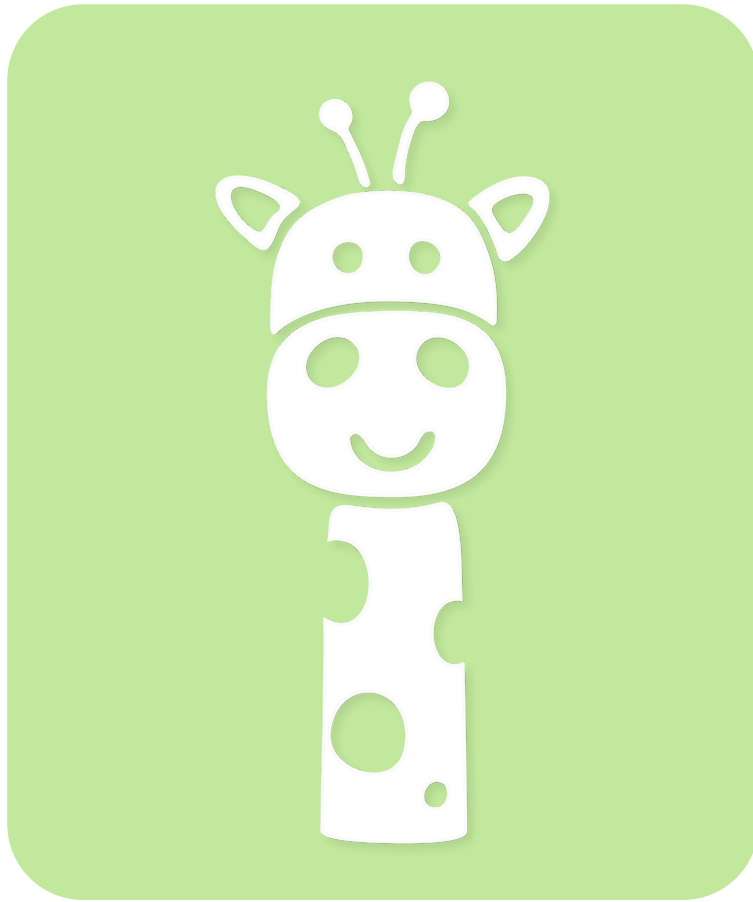
Transport my child via ambulance or other emergency medical service to a local hospital or other urgent care facility.

Obtain any emergency medical, surgical, or dental treatment deemed necessary by medical authorities.

Transport my child to a local emergency shelter in the event of an emergency evacuation.



Initial: _____



Financial Policies



Payment is required according to our signed Tuition Contract not according to your child's actual hours or days of attendance.

There will not be weekly tuition credit given for any official holidays in which we are closed. Parents are expected to pay for the holidays stated in the contract when we are closed.

If you choose to pay by personal check then please make all tuition and fee checks out to: **Growing Giraffes Preschool**

1) Annual Supply/Registration Fee:

\$100.00 (Renews September 1st)
This fee will help absorb the cost of general supplies, program supplies, and administrative costs.

2) Paid Holiday Closing:

The following days will be paid closed days:

- *New Year's Day
- *Memorial Day
- * Fourth of July Week
- *Labor Day
- *Thanksgiving Day and the following day
- *Christmas Week
- *Spring Break
- When the holiday falls on a Saturday or Sunday, the acknowledged Federal/ State holiday prevails; i.e. Christmas falls on a Sunday and the acknowledged Federal holiday is Monday, December 26th.
- For your convenience, Provider/Owner will distribute a copy of our scheduled child care closing for holidays within the first quarter of each year and every attempt will be made to minimize any changes in this schedule.
- Provider/Owner does reserve the right to close for any reason in which we cannot operate in a safe manner; i.e. loss of electricity, water, heat or in extreme circumstances, loss of air conditioning, and/or health epidemics. Child Care Fees are paid for any of these occurrences.

3) Payment Policies:

All payments are due in advance. Tuition is charged weekly and is due weekly. In center-payments are due by the close of business day on the Friday prior to services, and online tuition payments are due by 11pm PT the Sunday Prior to services. If tuition is not paid on time, a late fee of \$25.00 will be charged.

Your charges will be the same each pay date for your regularly contracted child care days, regardless of holiday, illness, or emergency closures.

Personal checks, credit cards, or cash are all options for payment of tuition. Please make all personal checks out to: Growing Giraffes Preschool

You will receive an invoice the **THURSDAY** before your payment is due via the ChildPilot App

-Services may be denied if payment is not made in full before your next regularly scheduled day for child care.

Please make arrangements for payment before you leave for vacation. An option is to post-date your check for your next pay date.

ERDC FAMILIES:

Co payment will be due as well as the parent amount that is left after ERDC payment. ERDC will be billed at the first of every month.

Initial: _____



5) Late Payment Fee:

If payment is not received on your due date, then there will be a **late fee of \$25.00** automatically added to your account balance for each day your payment is late.

To avoid the inconvenience of additional billings/reminders, please include your late fee with your tuition payment.

Minimal carryover of charges will be allowed with advance Provider/Owner permission.

Your child may be disenrolled if your account is 5 days past due.

If there is a problem with your account or if you will not be able to pay on the due date, then please contact us, before your payment is due. If you are unable to pay your tuition on the due date, then you will be asked to sign a Payment Agreement stating when you will pay the amount due.

Please leave a post-dated check before holidays or if you will be on vacation during your pay date to avoid late payment fees

7) Returned Checks:

There will be a \$35.00 charge on all return checks plus any additional bank fees incurred in the collection process.

If your check is returned with NSF, you will be given 3 days from notification to make your payment in full. This full payment must include additional late pay fee charges and bank fees. If payment is not received within 3 days, then disenrollment procedures may be initiated.

Consistent non-payment is cause for termination immediately, without a 2-week notice.

9) Discounts:

Throughout the year you have the ongoing opportunity to recommend us to other families who are looking for care. When you refer a family to us who enrolls in our program, you will receive a \$50.00 credit off your tuition after they have enrolled for two months.

Please remember to let us know that you have referred this “potential” family to us.

Siblings will receive a 5% discount off of the oldest siblings tuition.

10) Withdrawal Fee:

A two-week written notification is required if you are withdrawing your child from our program. The balance is to be paid in full before your withdrawal is complete.

If your child is withdrawn from our program without a two-week written notice, then the equivalency of a two-week tuition charge will be added to your account balance.

Any small claim court, attorney fees, and/or collection fees for unpaid balances will be the sole responsibility of the parent/guardian.

If you have paid your tuition in full and then withdrawn your child from our program, we will not give any refund of payment made for unused days.

Initial: _____