

Sunny Hills Preschool, Inc.

Policies and Procedures

Please review the following Policies and Procedures, place a check-mark by each number and complete with signature and date.

1. Tuition is based on a ten-month school year September thru June and fees are determined to offset the cost of staff, supplies, building cost, etc. Therefore, there is no reduction of fees for absences or vacations, except in the case of an extended illness of the child. The Director shall be notified, if such a situation occurs.
2. If payment is **5 days past the due date** a late charge of \$25 will be assessed.
3. I must walk into the building with my child each day, and make certain the teacher knows he/she is there. Older siblings are not to bring or pick-up children.
4. I, or a responsible **designated** adult, will walk into the building to pick-up my child(ren), and inform a teacher that we are leaving.
5. I give my consent for my child(ren) take nature walks in our school vicinity.
6. I will keep my child at home if they have any of the following: A fever of 101 or higher, diarrhea, or vomiting within previous 24-hour period. Children too sick to participate in full program, including outside play, need to be kept at home.
7. I will provide a complete change of clothing (in a large zip lock bag) and a labeled water bottle to be kept in my child's school bag or backpack at all times.
8. I will inform Sunny Hills Preschool, Inc. of changes in addresses, phone numbers, employment, emergency information, or any changes in family situation.
9. I am expected to pick-up my child before closing time. There will be an overtime charge of \$15 for each 15 minutes or portion thereof after close of the class.
10. No medication can be administered to a child without written consent and instructions from the Doctor.
11. The Director is to be notified **one month in advance** before a child is to be withdrawn. Parents are required to pay for the month, regardless of when the child leaves Sunny Hills.
12. If, after a reasonable period of time, it is found that a child is unable to adjust to the school, the school reserves the right to request withdrawal of child. This decision is left to the discretion of the Director.
13. I agree to abide by these rules and regulations.

Signature: _____ Date: _____