

## COUNTRY CHILDREN'S HOUSE POLICY STATEMENTS-Kindergarten

**ENROLLMENT:** Parents must submit a completed enrollment form along with a registration fee. This is a non-refundable fee. The school has the right to deny admission/enrollment as a result of unpaid fees or disruptive behavior.

**TUITION:** Tuition is based on a 9 -month school year. Payments are due by the 15th of each month prior to attendance. September tuition is due by August 15th, October tuition is due by September 15th, etc.. A **late fee of \$15.00** is charged after the 15th of each month, and there is a **returned check fee of \$25.00**. There is no reduction in tuition when a child is absent from school due to illness or for any other reason. **Please send it in an envelope marked "tuition" with your child.** Please make checks payable to COUNTRY CHILDREN'S HOUSE, Inc.. **\*\*WE DO NOT MAKE UP SNOW DAYS.\*\***

**DISCIPLINE:** General discipline is achieved by finding something constructive to do. If physical aggression has occurred, it may be necessary to have a brief moment away from the group to allow for composure. There is never a time an action would result in corporal punishment in this school.

**CLOSINGS:** We will not have session in the case of inclement weather. In general, weather closings will be consistent with Noblesville schools. If Noblesville has no AM Kindergarten or are on a 2 hour delay, we will have Kindergarten from 11:15 AM-1:30PM Mon.-Thurs., but will not meet on Friday if there is a delay. (Please send your child's lunch with them Mon-Thurs.) If Noblesville is on a 1 hour delay, we will begin class at 10:15 AM and dismiss at our regular time of 1:30 Mon-Thurs & 12:15 PM on Friday. We will also notify WISH/Channel 8 if we cancel or delay-listed as *Country Children's House-Noblesville*. Days which are cancelled will not be made up. Our primary concern is your safety.

**ARRIVAL & DISMISSAL:** Class time is 9:15 am-1:30 PM Mon-Thurs. (including lunch brought from home) & 9:15 am-12:15 PM on Friday (including a snack provided by CCH, but lunch will be eaten after school on Friday.) Parents should be in the car line at these times. Enter the drive moving counterclockwise around the drive. We will be using the main entrance of the school for drop off and the side for pick up. Please have your child or children unbuckled with their backpack on and ready to exit the car when it is their turn in line. Please put your car in "park" when it is your child's turn to get out of the car. Mrs. Lind will bring the children in to school. At dismissal, display your child's name and Mrs. Lind or I will bring your child/children to your car. And then you can pull up to help your child into their seat or seat belt to allow the next parent to pull up for pick up of their child. If you are more than 10 minutes late for the beginning of class, it will be necessary for you to bring your child into the school yourself. In consideration of Mrs. Lind please have all children to be picked up by the end of the session. A late fee of \$1.00 a minute will be charged beginning at 1:40 PM. Mon-Thurs & 12:25 PM Friday.

**COMMUNICATION:** Open communication between parents and staff is essential. If at any time of the day you have any questions or concerns for me, please contact me at Allisonville-774-8989 or South Harbour at 773-8385. **IF YOUR CHILD WILL BE PICKED UP BY SOMEONE OTHER THAN THE NORMAL PERSON, WE NEED THIS IN WRITING WHEN YOUR CHILD COMES INTO SCHOOL THAT DAY.**

**WITHDRAWAL:** A one month notice is required if a child is withdrawn from the program for any reason. This will allow us to fill this spot with someone from the waiting list.

**ILLNESS:** Children must be fever free for 24 hours without medication. We require the same 24 hour limit when vomiting or diarrhea has occurred. In the case of Chicken Pox: Totally "spot-free" before returning. If your child becomes ill at school, you will be called immediately. Please keep us informed in writing of any allergies your child may have. A copy of immunization records is required before your child begins school.

**DISMISSAL:** The school reserves the right to deny admission to a child whose behavior is so disruptive that it interferes with the operation of the class. Refusal to adhere to or consistent disregard for the policies is also grounds for dismissal.