

## COUNTRY CHILDREN'S HOUSE POLICY STATEMENTS-PRESCHOOL

**ENROLLMENT:** Parents must submit a complete 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 **return 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 clip payments to your child's school bag.** 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 sessions 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 not meet for an AM session, but there will be a PM session. If Noblesville is on a 1 hour delay, we will begin class at 10:00 AM and dismiss at our regular time of 11:30 AM and we will have PM as usual. 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 times are 9:00 am-11:30 am & 12:30 pm-3:00 pm. (Allisonville) Please have your child unbuckled with their bag in their hand & put your car in "park" when it is your child's turn to get out of the car. A teacher will open the car door and help your child into the building. At dismissal, once your child is helped into the car by the teacher, please 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 the teachers, we expect all children to be picked up by closing time. A late fee of \$1.00 a minute will be charged beginning at 11:40 am or 3:10 pm.

**COMMUNICATION:** Open communication between parents and staff is essential. Various types of communication that will be provided by our program include: monthly calendars, monthly newsletters, conferences, phone and written communication (if a teacher feels is necessary) and accident reports. The best way to relay a specific question to a teacher is through our website. We try to answer all questions promptly. Please use the clip on your child's bag to attach any information/notes & tuition for the teachers or myself, as well. **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.

**ITEMS FROM HOME:** Please have your child leave all toys at home.

**BIRTHDAYS:** Birthdays are a very special Montessori celebration. Please read the "Birthday Celebration Guidelines" available online

**VISITATION:** You are welcome to visit at any time. We do ask that you schedule your visit in order to make sure there is not a conflict such as another child's birthday celebration or a "special visitor" with us that day. We also ask for you to make other arrangements for younger siblings during visitation to our classrooms in order for there to be less distractions in the classrooms. Thank you!

**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. This includes not being able to manage alone in the bathroom. Refusal to adhere to or consistent disregard for the policies is also grounds for dismissal.