



LITTLE EXPLORER'S SCHOOL POLICIES

Tuition

Monthly tuition is due between the 25th and the 30th of the previous month. For parents paying on or after the 1st of the month, we request that you pay in cash. There will be a \$25 late fee after the 1st of month. Should your tuition check not clear with the bank, we would then require an additional \$30.00 to cover the bank fee. No exceptions.

Late Pickup Charges

Little Explorers hours of operation are from 7 A.M. TO 6 P.M.

You will be charged \$5 per each 5-minute interval, past your designated pick up time. If you drop off your child earlier than your designated drop off time, the same fee will apply. All late fee payments should be paid upon pickup but no later than the following day.

Absentee and Vacation Policy

There will be no refunds or "make up days" for absenteeism or vacations. For extended vacation days, full tuition is required to hold your child's enrollment.

Terminating Enrollment

A four-week written notice is required prior to submitting last month's tuition. Deposits will be deducted from your child's final month's tuition. Final month's tuition will not be prorated. Parents wishing to terminate enrollment before starting the program will lose their deposit. **All Deposits are non-refundable.**

Medication

If a child is required to take medication during school hours and the parent or guardian of the child cannot administer the medication, only the school director can administer medication in compliance with doctor's instructions or label instructions. Parents must first complete the medication authorization form. The parent must also bring the medication to school in a container appropriately labeled by the pharmacy or doctor.

Severe Weather and Emergency Closings

In the event of inclement weather or an emergency situation, Little Explorer's will contact, via email or phone call, each and every parent, with the emergency plans. **It is therefore crucial to give us your updated email address. We will not be responsible for incorrect email addresses or phone numbers. If an emergency occurs during school hours (i.e. a blackout), we will remain at the school until each child has been picked up. Our "Safe Haven" should we have to evacuate the school, will be Maggie Moos (located around the corner on Bell Blvd.) until otherwise instructed.**

Neighborhood Walks

During nice weather, the children enjoy taking nature walks around the neighborhood. The infant and toddler stroll in their Bye-Bye Buggies while the Little Bears and Big Bears walk. There will always be, at minimum, two (2) staff members supervising the walk. **By signing this sheet, you give your child permission to join us on the walks.**

Child's Name

Parents Signature

Date