



## Admission Policy

### **PLEASE READ AND INITIAL EACH LINE**

\_\_\_\_\_1. Storyland School's hours of operation are from 7:00 a.m. to 6:00 p.m., Monday through Friday on a year-round basis except for the holidays on our calendar schedule.

\_\_\_\_\_2. Storyland School follows the State regulations requiring that a medical and emergency form, parent survey, sexual abuse pamphlet receipt and parent's right receipt be on file for each child. Parents are responsible for providing Storyland School written notice of any changes in the emergency or medical information, immediately.

\_\_\_\_\_3. Tuition for your child is \$ \_\_\_\_\_ per month. Tuition is due in advance and payable on the first and fifteenth school day of the month. A five-day grace period begins upon the first day after Tuition is due and is followed by a \$10.00 late fee charged to your account if payment is not received within the grace period. An additional \$10.00 shall accrue each month for any unpaid balances. In the event tuition payments are late (defined as any payment not paid on the due date) for an aggregate of three times, your child may be immediately dropped from Storyland School's enrollment. There will be a service charge of \$25.00 for each returned check. After a second returned check, you will be required to pay in cash, or money order, each time thereafter. There will be no refunds on tuition for any reason.

\_\_\_\_\_4. Tuition will be adjusted once a year each fall session and the tuition rates will be provided in writing one month prior to adjustment. The current tuition is posted inside the office.

\_\_\_\_\_5. Extra hours or days may be added, when available, in addition to your child's regular program for an additional fee.

\_\_\_\_\_6. To maintain a quality program, make-up days are not permitted and no credit/refund is given for holidays, illnesses, vacations, unforeseen circumstances causing a school closure/dismissal, or other days your child is not in attendance. Holidays are taken into consideration in the determination of the monthly tuition. Switching days is not permitted.

\_\_\_\_\_7. A late fee of \$1.00 per minute will be paid by the person picking up their child. This fee is payable to the teacher in charge at the time of pick up or no later than the next day. A child may be dropped from our program after the 3rd late pick-up.

\_\_\_\_\_8. Re-enrollment or schedule changes will depend upon space available when the request is made. A two week notice is requested for schedule changes.



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\_\_\_\_\_9. A two week notice and appropriate payment is required to withdraw your child from school, whether your child attends or not. A \$10 late fee per month will be added to your account for any unpaid balances.

\_\_\_\_\_10. If your child contracts a communicable disease, please inform the school and be certain that they are not contagious before returning to school. A doctor's note may be required.

\_\_\_\_\_11. Storyland School admits children aged 24 months through 1<sup>st</sup> grade entry. While Storyland School welcomes all children, we are not adequately equipped and our staff is not adequately trained to provide care for children with special needs.

\_\_\_\_\_12. The school provides a morning snack and afternoon snack daily. Parents must supply a simple and nutritious lunch each day. Candy, soda, gum or an overabundance of sweets are not allowed. Microwaves are available for heat-ups.

\_\_\_\_\_13. Students who are not potty trained will be automatically enrolled in our diaper service which will be included with tuition. If you would like to provide your own diapers and wipes for your child please let us know.

\_\_\_\_\_14. Each child needs a clean, safe, crib sized blanket and sheet to use at nap time. A pillow case is requested for sanitary storage of all bedding. Please take home bedding at the end of each week to launder and return for the following week.

\_\_\_\_\_15. Each child needs a change of clothes to leave at school in a labeled carrying case or back pack. Please label the following items with their name: lunch box, backpacks, jackets, sheets, blankets, sharing items, etc.

\_\_\_\_\_16. In order for a child to be admitted to the school, the following must be met:

- A. The parent and child will visit the center for an orientation and have the program explained to them.
- B. The director or appropriate staff member will assess the child's readiness for our program.
- C. The parents will complete before entering, all forms as required by licensing and the school.
- D. The child and family will be on a four-week probationary period at which time the director will decide, based on the needs of the child and his/her emotional make up, whether the child will be admitted on a permanent basis.



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- \_\_\_\_\_17. Reasons for dismissal may include one or more of the following:
- A. The parent has not kept the tuition payments up to date.
  - B. The parent has picked up the child late on 3 or more occurrences.
  - C. The parent has behaved inappropriately while at Storyland, and/or with Storyland staff members, students, or other family members.
  - D. Because of the child's needs or emotional make-up, a different type of program would better meet his or her needs.
  - E. The child has shown signs of endangering themselves, other students, and/or staff members. (some examples but not limited to hitting, biting, hurting) – See item 18
- \_\_\_\_\_18. For a child to be dismissed from school due to endangering themselves, other students, and/or staff members, the following will be abided by:
- A. The director will discuss the concerns with parents.
  - B. The director will work with the parents to put together a discipline guidance plan.
  - C. The staff will document any further occurrences through incident reports.
  - D. After the third incident report, the director will give the parents a two week notice for dismissal.
- \_\_\_\_\_19. The school reserves the right to dismiss any student whom which the school determines they cannot adequately serve following a four-week probationary period.
- \_\_\_\_\_20. All medications are to be sent in a prescription labeled container clearly marked with their child's name and dosage along with a doctor's note. The parent is responsible for placing medicine in the marked medicine box. All medications must be signed for on the medication chart each day it is to be administered. Medications not signed for will not be given.



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- \_\_\_\_\_21. Child Day Care General Licensing Requirements:
- A. Storyland School is licensed by the State Licensing Agency.
  - B. The State Licensing Agency shall have the authority to interview children and to inspect and audit facility records without prior consent. They shall have the authority to observe the physical conditions of the child(ren) including conditions which dictate abuse, neglect or inappropriate placement and to have a licensed medical professional physically examine the child(ren).
- \_\_\_\_\_22. I agree to pay a non-refundable registration fee each June of \$100.00 per child.
- \_\_\_\_\_23. Storyland School personnel are authorized to use their discretion to secure the necessary emergency services for my child at the parent's expense. This includes emergency medical treatment, paramedic services and ambulance service.
- \_\_\_\_\_24. Storyland School will refrain from any punitive disciplinary measures. A child will be free from corporal or unusual punishment, yelling, embarrassment, threats or mental abuse. Taking away of food, naptime, or bathroom use will be strictly forbidden for disciplinary measures.
- \_\_\_\_\_25. Storyland will not be responsible for any lost or damaged items children bring to school including any required medical devices.

Child's Name: \_\_\_\_\_

\_\_\_\_\_

Parent or Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent or Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Storyland School Director

\_\_\_\_\_

Date