

## Cardinal's Nest

### Dear Parents:

To avoid misunderstandings regarding our policies, we ask that you read the following information and then sign the bottom portion. Also, please read the Parent Handbook provided.

**Absences-** Due to staffing requirements by our state license and according to the proportion of scheduled students, absences will not be deducted from the 4-week session.

**Bathroom Independence-** Preschool children should be able to use the bathroom independently. Please make sure your child is wearing clothing they can easily get in and out of without assistance. If your child is not bathroom independent they may not be ready for preschool at this time.

**Emergency Numbers-** Parents must leave a current and working phone number where they can be reached, as well as two additional names and telephone numbers to call in the event the parents cannot be contacted. If your phone number changes or any other information changes, please notify the office immediately. Failure to do so may result in dismissal from our program.

**Enrollment-** Our center is open to any child, 3 years old on or before Dec. 1st thru elementary school, providing space is available and the center can meet the needs of the child. Medical records of the **child's immunization must be provided before attendance for all preschool children**. This is mandated by the State of Michigan. The annual registration enrollment fee is non-refundable; \$40 for the first child, \$20 for each additional child.

**Family Rates-** Family rates are available. The child with the highest tuition will pay full price. Each additional child will receive a 20% discount based on the number of days scheduled. Each child must use our program 2 or more days in order to receive discount.

**Full Day Preschool Students-** Cold lunches, labeled with child's name, need to be provided by parents for preschool children receiving full day care.

**Latchkey Conduct-** Latchkey students will follow the elementary school rules, including no bullying, when they are in latchkey. Failure to comply will result in dismissal from our program.

**Late Pick-Up-** Charges will be assessed for late pick-up. If a child is not picked up by the dismissal time of their program, a late pick-up fee of \$10 per quarter hour (per child) will be assessed. Habitual abuse of this practice or non-payment of assessed fees may result in dismissal from our program.

**Payments-** Our center operates on a 4-week flat rate session system, not by the month. Pre-payment, prior to the 4 week session, must be made before the payment deadline. . If we do not have payment by the Tuesday after the due date your child will be dropped from our program. The days used in the 4-week session **must be consistent**. There are no refunds for scheduled days not used, including school activities, snow days, district days off, etc. Voluntary withdrawal by parents will not constitute a refund once the second week of the session has begun. Due to hardship caused by reimbursement rates, DHS payments are not accepted. Credit card payments are only accepted online using ProCare or at the center's ProCare touch computer kiosk. You must sign up for a tuition express account. Directions for setting up an account can be found on the early learning tab on this website.

**Playground Use-** Your preschool/latchkey student will be occasionally using the elementary school playground which, in some areas, is designed for ages 5-12 years old. The equipment meets the standard and safety requirements for elementary schools.

**Schedule-** We operate within the Davison school calendar. If Davison Schools are closed due to holidays, mechanical problems, Records Day, PD, etc., Cardinal's Nest will also be closed. This includes both latchkey and preschool programs. There is no refund for unscheduled school closings.

**Sign-In/Sign-Out-** In both the preschool and latchkey programs, parents (or designated pick up person must accompany their child/children to the appropriate classroom and sign their child/children in and out.

**I have read the above information, received the Parent Handbook and agree to abide by the policies and procedures therein. Parent/Guardian**

Signature\_\_\_\_\_ Date\_\_\_\_\_