



Punkin Seed Preschool

The Boys and Girls Club of Lebanon Child Development Center

305 S. 5<sup>th</sup> Street  
Lebanon, OR 97355  
541-401-9896

# CAREGIVER HANDBOOK

**Updated July 2024**

**Director:** Lori Romeo

**Teachers:** Jen Parker

**Teaching Assistants:** Kayla Sparks

**Age range:**

3 yrs turning 4 - 3 Yr Class

## 4 yrs turning 5 - 4 Yr Class

### **Mission:**

Our mission is to nurture the social, emotional, physical, and academic growth of children. Building meaningful relationships with their families to support the individual needs of the child and our community.

### **Non-Discrimination Policy:**

Punkin Seed is committed to providing unbiased services to families and staff, regardless of race, ethnicity, nationality, religion, gender, socioeconomic status, physical or mental ability, or family composition. We teach and model respect for individual and cultural differences with curiosity, empathy, and acceptance. We create policy to protect children, families, and staff from the harm of personal bias, with the intention of providing equitable opportunities, in an inclusive environment, that serves a diverse and growing community.

### **Hours of Operation:**

Punkin Seed is a program open annually from **September through May**, offering class 2 days a week for 2.5 hrs.

The 3 Yr old program runs Tuesday & Thursday and the 4 Yr program runs Monday and Wednesday, except designated holidays.

**Closed** : June, July, August, Holidays, the Wednesday before Thanksgiving and Friday following, the week of Christmas through the New Year.

*Holidays - New Years Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas Eve, New Years Day.*

**Morning Class 8:30 - 11:00 am**  
**Afternoon Class 11:30 - 2:00 pm**

- Parents are asked to pick up their child no later than 11:35 am for morning students or 1:05 pm for afternoon students.
- Late pickup is subject to fees equal to \$1 per minute after that time (see Tuition Policy)
- Repeated late pickup may result in the termination of your childcare contract. (see Dis-enrolling a Child Policy)

**4 Year**  
**Monday & Wednesday**  
15 Min Circle with theme of the week

**3 Year**  
**Tuesday & Thursday**  
15 min Circle with theme of the week

45 min Free Play and art  
15 min Music  
15 min Snack  
15 min Outside or Gym time  
15 min Group time  
15 min Storytime

60 min Free play and art  
15 min Music  
15 min Snack  
15 min Outside or Gym time  
15 min Storytime

### **Inclement Weather and Emergency Closure Policy:**

If the Lebanon School District announces a district-wide closure or delays due to weather conditions, we will be closed for both morning and afternoon classes.

If weather conditions warrant early closing, staff will call parents to pick up their children. Please be sure that your emergency contacts are always up to date!

### **Arrival and Departure Policy (Pick up and Drop off):**

Doors open at the start of class and pick up must occur by 5 mins after end of your child's class (11:35 am Classes or 2:05 pm Classes).

**There is no early drop off.** Please ensure babysitters, and other caregivers understand and respect the preparation and break time of our teachers and staff between classes.

To ensure the safety of your child and the other children in our care, you must ensure your child is supervised by the appropriate staff member and inside the classroom, by walking them all the way to the door, before leaving the premises.

Anyone picking up your child must be listed as authorized on their student application. If a new or unknown person is picking up your child, please remember to **add them to the authorization form prior to pick up.**

We release children 3 at a time so we have full control over who is leaving the building, and that they go with the appropriate caregiver.

If staff does not recognize you, or the person requesting departure, we will ask for the current photo id and compare that information to the authorization paperwork. *In an emergency, you may call to notify the center, giving one time permission, for an unauthorized adult to pick up your child with a photo id.*

- *We cannot prevent a legal parent or guardian from picking up their child without legal documentation, **even if that person is listed on the child's enrollment form as "not allowed to pick up."***
  - Present original legal documents to the Program Director.
  - We will make a copy to retain in your child's file and notes regarding the action made to pick up authorization.

### **Open Door Family Events:**

We have special events during the year for parents, caregivers, and family members to be part of the Punkin Seed Classroom. Please save time for these events.

Winter Program is during the last 45 minutes of the last day of school in December.

Tuesday/Thursday Class Spring Play

Monday/Wednesday Class Art Show is on the Wednesday before Spring Break.

Kindergarten Graduation is the last 45 minutes of class in May.

**Communication:**

The Remind app is used as the main line of communication between caregivers, teachers, and the program director. Classroom communication, alerts, and event reminders are communicated through this **free** app. We do have a center phone, however, we don't answer phone calls when children are present.

If your family experiences difficulty using or obtaining the Remind App please contact the program director for assistance and alternate communication plans.

Staff respond to messages in the Remind app, text messages, and phone calls during normal business hours.

Any communication received after 6:00 pm on weekdays will not receive a response until after 7:00 am the following day.

Any communication received after 6:00 pm Friday, will not receive a response until Monday after 7:00 am.

Thank you for understanding and respecting our staff's personal time.

**Program Philosophy:**

Punkin Seed provides a safe and nurturing atmosphere that fosters the development of the whole child. We emphasize social skills, independence, and non-violent conflict resolution. Offer a positive work environment where skilled teachers are encouraged and expected to continue their professional development through continued education that supports the creation of new best practices that change and adapt to new information.

**Program Overview:**

Punkin Seed offers a wide variety of planned developmental activities designed to promote play as a path to learning. Examples include:

- Small group teacher directed activity times (art, science, math, literacy)
- Free choice time (dramatic play, puzzles, building, drawing, books)

- Music (singing, dancing, instruments, movement, body awareness)
- Sensory projects (tactile table, play dough, collage, art, science)
- Outside play (group games, cooperative play, conflict resolution, large motor skills, environmental science)
- Storytime (teacher lead book reading as a group)
- Snack

Lesson plans describing our weekly activities and theme are posted on the front door with newsletters provided to caregivers monthly.

### **Daily Activities:**

Our program strives to adapt our daily activities to meet the needs and interests of the children.

These activities may include but are not limited to:

- Science
- Art
- Technology
- Math
- Literacy
- Fine motor practice
- Gross motor practice
- Dramatic Play
- Music and Movement
- Sensory Activities

### **Kindergarten Readiness:**

There are many skills we would like your child to master before they go to Kindergarten. Most importantly, we want them to exit our program as confident learners. Above all else, the social skills that come from being part of a group will aid them in being successful learners in Kindergarten and beyond. Here is a list of the "kindergarten readiness" skills we feel are essential goals:

- Listens to stories
- Pays attention for short periods to adult-directed tasks
- Understanding actions have causes and effects
- Shows understanding of general times of the day
- Cuts with scissors
- Beginning to share with others
- Starting to follow rules
- Manages bathroom needs
- Can button shirts, pants, coats, and zips-up zippers
- Speaks understandably
- Talks in complete sentences of five to six words
- Re-calls and re-tells stories
- Identifies some alphabet letters
- Sorts similar objects by color, size, and shape

- Recognizes groups of one, two, three, four, and five objects
- Counts to 10

### **Media Use:**

The occasional use of television, films, and videos is limited to a particular video that applies to the curriculum. Children may choose a different option from the media, alternate activities are available, and no child is required to view the program.

### **Field Trips:**

Punkin Seed will not transport children on field trips without prior written permission.

### **Supporting Your Child Through Daily Transitions:**

- Talk with your child about how to play at school with other children, sharing toys, and taking turns.
- To say goodbye at drop off and when you will return.
- Make sure your routine before school is as predictable as possible.
- Do your best to be calm, positive, and confident about your child's day.
- Do not distract, bribe, sneak off, or discount your child's strong emotions.
- Even after your child has become used to their routine, life changes can cause them to have a rough time at transitions again. Communicating with teaching staff about changes that may be affecting your child, allow our staff to better adapt to support your child's individual daily needs.

### **Supplies:**

You will need to make a school bag for your child. (Instructions below) This is the most important school supply because it is how we get information to you and your child's work home. If the bag gets lost, please send a paper or reusable bag with your child to school as a replacement.

We encourage children to keep their bags closed until they get into the car or at home. Please develop a plan with any caregiver picking up your child to ensure you receive all the day's homework, news, and art.

### **School Bag Instructions:**

Please follow all dimensions so the bags fit on our counter, are easy for us to fill quickly, and the strap is long enough to go around your child's neck.

### **Materials:**

*16" x 12" piece of fabric, 24" wide ribbon, sewing needle, thread, permanent black or white marker*

1. Cut a piece of fabric 16" x 12"
2. Fold it in half, with the 12" sides together, and the fabric inside out.  
It should now measure 8" x 12"
3. Sew along the 12" sides and bottom 8" side.

4. Sew the 2 foot wide ribbon handle. Attach about 1" down from the top of the bag on each of the side seams.
5. Write your child's name in bold print in black or white, on the front and back, near the top.

**What to Wear:**

Punkin Seed provides every opportunity for your child to play, including outdoor activity as often as possible. We play in between rain storms, in the snow, when it's frosty, and when it's warm, being careful to follow health and safety guidelines.

Please bring your child in comfortable, weather appropriate clothing on cold winter days.

- Please label your child's jackets and sweatshirts.
- Please provide several changes of clothing for your child. (underwear, bottoms, and tops. Spills, accidents, rips can happen at any age)
- Please contact the program director if a financial hardship is keeping you from providing the appropriate clothing for the season. We can work together to ensure your child is comfortable and able to participate with the rest of the class.

**Snack:**

Each family is responsible for providing snack for the class 3 to 4 times a year, on a scheduled basis.

Your snack should include enough to serve 24 children.

School provides water. Please do not send juice.

Teachers will provide the snack schedule in September and January.

Any changes or accommodation request can be made through them.

If your child is ill, or unable to attend school on your snack day you may trade days with another family or contact the teachers.

We keep reserve snacks on hand in case of illness, emergency, and forgetfulness. If we dip into our reserves, we will send home a note with a request you help refill the snack reserve.

Snack is a time when all the children sit down together, around the tables, practice manners, trying new foods, and learn healthy eating habits.

We do not force children to eat anything or make a fuss if they don't like it. We only ask they quietly leave it on their plate.

**Minimum snack requirement:**

**1 lb Crackers or whole grain snack**

**Fruit and/or vegetables.**

Please cut up fruits and vegetables ahead of time. While we don't expect full meals, the children have had a busy day and are usually fairly hungry.

**24 5 oz cups**-Please do not send bigger or smaller. 5 oz is the perfect size for our hands. If you would like to send in a supply for the year we can store them

**24 paper plates**- If you would like to send in a supply for the year we can store them.

### **Snack Ideas:**

**Fruits and vegetables:** equivalent to ½ and orange or ½ apple each. Any in season fruit, canned fruit in juice not syrup or dried fruit that isn't sugar coated.

**Bread product:** crackers, bread, rice cakes, cereal, wheat bread, tortillas, popcorn

**Other:** hummus, tuna, nuts, jerky, cheese, yogurt, eggs, peanut butter, sandwich, salami, hot dogs

Snacks that match our theme are always fun! We can cook with a toaster oven or microwave, and have a refrigerator and freezer for storing whatever treats you bring.

### **Do not send**

- cookies, candy, chocolate chips, frosting, anything the child thinks of as a dessert.
- Juice (send fruit instead)
- Jello and Pudding
- Chocolate or candy coated fruit/nuts/snackfoods

### **Celebrations with Food:**

Birthdays and other cultural days of celebration are a special time so please, feel free to send a treat to celebrate along with your regular snack foods. For example, mini cupcakes, donut holes, cookies, ice cream, popsicles, frozen yogurt.

### **Toilet Training Policies:**

All children should be able to use a public style bathroom by themselves, including wiping, flushing, and dressing themselves, before their first day at Punkin Seed.

The facility is not equipped for diaper changes, and so staff members are never expected to perform this task, or assist a child with wiping. (See Bathroom Support Policy)

If a child does not meet this requirement when they begin the program, it may result in a call to parent to come and assist their child with the bathroom or pick them up.



**Wet Wipe Policy:**

If you believe your child needs additional assistance wiping due to illness or confidence we request you are responsible for providing flushable wipes, your child is able to use them without assistance when needed. Our goal is to help your child begin to recognize toilet paper as the appropriate tool for the job and transition away from wipes in a school setting.

**Diaper/Pull Up Policy:**

Children enrolled in Punkin Seed may not wear diapers or pull ups to school without creating a specific plan with the teachers. This plan requires a caregiver to be available to come and assist your own child in changing at school while they build confidence and transition away from the support.

**Bathroom Support Policy:**

Children in our care must be able to recognize that their bodies need to use the bathroom, use an adult-size toilet, wipe themselves, flush the toilet, and wash their hands by themselves.

We understand that children at this age do have occasional accidents. If they have an accident our staff calmly and without shame help them gather their change of clothes and a bag to put soiled items in. The child is expected to be able to change out of soiled clothes, clean themselves up, and change into clean clothes without assistance from the staff. Soiled clothes are sent home with the child that day.

If at any time it is determined your child can not or will not meet these requirements, we will ask you to come to support their needs as soon as possible, no longer than 45 mins. This may include taking them home for the day.

**HEALTH POLICY:** We follow Oregon CDC Health and Safety Guidelines for Early Childhood Education. We will check your child's general health when you bring them in. All children must have a current immunization form on file. We will not admit or keep a child in care who has any one or more of the following:

- Fever of 100°F or more
- Diarrhea (more than one abnormally loose stool per day)
- Vomiting
- Nausea
- Severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions that are severe, weeping, or pus-filled
- Stiff neck or headache with one or more of the above symptoms
- Difficulty breathing or wheezing
- Complaints of severe pain
- Additionally, no child will be admitted when any head lice, either live lice or nits (eggs), are present.

A child who shows signs of illness shall be isolated, and the family notified to remove the child from the Center as soon as possible. The child must be removed from the Center within 45 minutes. **If we cannot contact a parent, emergency contacts will be notified.**

Failure to remove a child from the Center within 45 minutes will result in a minimum additional charge of \$25.00. (See Additional Fees)

If a child shows any symptoms of illness not limited to those above, it is at the discretion of the Site Director or Teacher in charge if the child should be removed from the Center.

A child with a fever may not return to the Center until the symptoms have subsided for 24 hrs *without the help of medication*. (This does not include antibiotics).

### **Antibiotics Policy:**

A child on antibiotics who continues to show signs of the above symptoms *may not* return to care until symptoms have subsided without the help of any other non-antibiotic medications for 24 hours.

A child who receives a prescription of antibiotics for a non-contagious condition may not return to care until 24 hours after the first dosage. They must show a doctor's note stating that the condition is not contagious if returning before 24 hours.

If a child needs antibiotics administered by staff (see medication policy)

If your child will not attend care on a scheduled day, please contact the program director via Remind App.

**Please inform the Site Director if your child has contracted a contagious illness, so they can post a notice via the Remind app informing other parents of the illness and symptoms to watch for.**

### **Diarrhea:**

A child is considered to have diarrhea if they have had three or more watery, bloody, or loose stools in 24 hours, the sudden onset of loose stools, or a child cannot control bowel function when previously able.

A child with diarrhea may return **48 hours** after the diarrhea resolves **or with written clearance from a licensed healthcare provider.**

### **Vomiting:**

If your child has vomited at least once without explanation for the vomiting, they may return **48 hours after the last episode of vomiting** or with written clearance from an incensed healthcare provider.

### **Medication Policy:**

We will administer "over-the-counter" and prescription medication to children only upon parent's or guardian's written instructions, provided on an **Authorization to Administer Medication Form.**

No prescription medication will be given unless you have completed a current Authorization to Administer Medication Form available in the sign-in area and the medicine is in its original bottle.

Prescriptions should be dated within the prior two months.

All medicine must be in the original container and labeled as follows:

- Child's name.
- Content and purpose of medication.
- Exact amount to administer and how often.
- Dates of use.

Medications on the premises will be kept in a child-proof box out of the reach of students, in the refrigerator when required.

Only regular staff members shall administer medications.

A written record shall be kept to indicate when medicine was given, and initialed by the staff member who administered the medication.

### **First Aid and Injury:**

In case of minor accidental injury a teacher trained in First Aid will administer first aid, usually by offering reassurance, cleaning a small abrasion, a band-aid, and an ice pack.

Staff will determine whether to call the parent immediately, but commonly inform you of the incident when you pick up your child. (See Accident Reports)

### **Accident Reports:**

We will fill out an accident report anytime a child has an accident that leaves a mark, or may require future observations. We will ask you at pick-up to read and sign each report.

### **Medical Emergency:**

If an injury is severe and additional help is needed, a staff member will call 9-1-1 and then the parent. Staff will call the emergency contacts and the child's physician if a parent cannot be reached. We will call an ambulance and paramedics when deemed necessary. Parents and/or emergency contacts will be called as well. If a parent cannot be reached, a person on the emergency contact form will be called and asked to pick up the child.

### **Guidance and Discipline Policies:**

The quality of your child's experience will be enhanced by sharing information between home and teaching staff.

If any significant changes or events in your child's life may be exciting, stressful, or distressing in any way please let the teachers know so we can respond appropriately.

Our guidance procedures help children develop safe and appropriate ways of interacting with others and the environment, while facilitating the development of children's self-control and self-regulation.

To accomplish these goals, teachers will:

- Structure the environment and daily schedule to diminish potential problems,

- Set clear and consistent limits for classroom behavior,
- Develop and post rules for the classroom and outside, with children's participation,
- Encourage children's problem-solving skills by modeling appropriate behaviors and positive communication.

Teachers will follow these guidelines to respond to disruptive or inappropriate behavior:

- Redirect the child to a different activity.
- Model the desired behavior or words.
  - Recognize the child's emotion.
  - Speak to them calmly about it
  - Offer them classroom tools and spaces to self regulate.
- Demonstrate problem-solving skills.
- Encourage the child to share what they are feeling and what happened to make them feel that way.
- Remove the child to a quiet area within the classroom if necessary.
- Intervene immediately in any harmful or potentially harmful action.
- Adapt activities and projects to meet individual student needs.

Your child's teacher will document any behavior that harms the child or other students on an Incident/Accident Report form that is signed by both teacher and caregiver, and kept in student records. Copies of the reports are available to caregivers upon request.

If a child demonstrates a pattern of disruptive behavior detrimental to them, other children, or staff, we will meet with the caregivers to develop a Behavior Support Plan to ensure the safety and best interest of the child.

### **Behavior Expectations:**

Developmentally appropriate classroom behavior is expected of all children.

Our classroom design and schedule was created to meet this range of behavior and can be adapted as appropriate for children's needs.

Redirection and modeling are used as tools to encourage appropriate behavior and build self confidence.

Positive reinforcement is practiced, and making the "right/another choice" is encouraged. We limit the use of "No" and "Don't".

Children are expected to practice safe behaviors with their own bodies, other children, and teachers. They will be expected to be respectful of others personal space, individual choice, and personal or cultural differences. Children are also taught how, and expected to share with others, and care for materials in the classroom.

A child in our program is never subjected to cruel or severe punishment, humiliation, or verbal abuse.

We encourage children to develop their self-control, bodily autonomy, critical thinking, problem-solving, identify and manage feelings, and to use cooperative social behavior.

The goal of all behavior corrections is to foster self confidence that will help children develop their ability to self-regulate in a classroom environment and to replace adult-maintained external controls. We facilitate cooperative and solution based problem solving when conflicts arise.

Teachers set clear, consistent limits that build trust and help them to develop close nurturing relationships that support the needs of children collectively and individually.

Teachers work to avoid ultimatums that force power struggles, by giving reasonable choices that allow a child to make decisions toward a desired outcome.

If a child continues having difficulty controlling their emotions or actions, they may be asked to move to a safe place within the classroom where they can calm themselves. If they refuse, the teacher may gently assist.

Our classroom incorporates many tools to assist the child and staff during these times. A child may be offered a book, a flannel board activity, playdough, quiet tent, sensory supports etc. to help them self regulate, communicate their needs or feelings, and rejoin the classroom as soon as possible.

We work together with parents for a consistent approach to a child's behavior. Parents are encouraged to discuss any questions regarding classroom and behavior management with the teachers.

If the teachers feel that the child would benefit from additional services, parents will be notified of the situation and all ongoing observations by the teacher. A parent conference will be scheduled as soon as possible to discuss the concerns.

Parents will be given, in writing, the reason for recommending additional services, a brief summary of the observations related to the referral, and any efforts the school has made to accommodate the children's needs. *It is the parent's responsibility to share pertinent information with teachers, to follow through on referral recommendations and to request additional conferences with the teacher if they feel they are needed.* We will work collaboratively with support services.

On rare occasions, a child's behavior may warrant additional support or accommodations to their schedule to ensure the student's success in the program. Examples include:

- A child appears to be a danger to themselves or others.
- Continued care could be harmful or not in the child's best interest as determined by medical, psychological, or social service personnel.
- The child's accommodations for success and participation are unable to be met by our programs' resources and/or finances.

### **Child Abuse Prevention Policy:**

Hiring and supervision practices, volunteer placement, and supervision of children are designed to ensure the safety of all children in the care of CCCC.

All staff are State-mandated reporters of suspected child abuse and/or neglect. Staff and volunteers are required to maintain enrollment in the State Child Care Division Criminal History Registry.

The physical environment is organized to allow good supervision at all times in all areas: entrances and exits, enclosed areas, private spaces, and bathroom facilities. Open spaces are gated with barriers approved by the Child Care Division.

Teachers are positioned to monitor all children at all times. At least two teachers are on duty at all times, including opening and closing times and when taking field trips. Teachers never assist children in changing or bathroom responsibilities. (See Toilet Training Policy & Bathroom Support Policy)

**Emergency Plan and Policy:**

In an emergency that involves the whole class, we will evacuate the building and move the kids into the Boys and Girls Club Building.

We will take our emergency folder and make the necessary phone calls to parents.

If a single child has an emergency, we will call the parent to see what they wish us to do or call 911 if it is a medical emergency.

During a lockdown drill or emergency, staff, children, and parents may be unable to enter or exit the program. This is to ensure the safety of everyone in the building. Staff also may not be able to answer phones during these procedures.

**Other Emergencies and Policy:**

Please note that in the event of a power outage, we are required to evacuate if the power has not or will not be returned within *two hours*.

Emergency and evacuation plans are posted on a bulletin board in each classroom.

Families will be notified as soon as possible by telephone that evacuation has occurred.

**Oregon Child Care Division Disclosure:**

All inspection reports concerning this facility are available for review by custodial parents.

These include fire, sanitation, and Child Care Division inspection reports. Also available are current rules governing child care facilities.

This program is open to any custodial parents during all hours of operation. Compliance history of the program is available from the State Certification Specialist. Parents are encouraged to discuss concerns with their child's teacher and the center director. If you feel your concerns are not being addressed, or if you feel uncomfortable discussing the issue with center staff, please call the Child Care Division. CCD Certification Specialist: 800-556-6616 The Child Care Division does not intervene in money matters.

**Tuition Policies:**

Rates and fees are subject to change annually on September 1st to coincide with the new school year.

**Annual Rate Increase:**

Punkin Seed caregivers should anticipate a minimum 10% rate increase annually on September 1st. These rate increases will assist the program in maintaining competitive teaching wages and offset any rising costs of operating our program.

**Financial Assistance:**

Punkin Seed is a privately funded public program. We do not currently offer any local or community scholarship programs, but connect caregivers in need with state and local resources.

**Payment Policies:**

- Tuition is due the 1st day of each month and Late after the 10th.
- Tuition must be paid even if your child will be absent.
- Late Payment fee \$25
- Checks should be made out to and dropped off at the Boys & Girls Club
- Electronic, Debit/Credit payment options are also available.
- We are unable to credit or add replacement days for vacations or illnesses.
- Registration Fees are nonrefundable

**Late and Overdue Payment Policies:**

Payments made after the 10th calendar day of the month are assessed a late fee of \$25.00 on the following invoice.

Late pickup of a child will result in a \$1.00 per minute charge on the following month's invoice.

If payment has not been received by the 10th of the month, your payment is considered **Overdue**.

Overdue payments without a payment plan will result in forfeiture of your child's spot in our care.

Forfeit spots are not held for overdue payments, but must be offered to the next child on our waiting list.

**Payment Plan Policies:**

Alternate payment schedules and Overdue payment plans are available to all families in our program.

To create or discuss payment plan options contact the club ***Business Manager at [businessmanager@bgcgratersantiam.org](mailto:businessmanager@bgcgratersantiam.org)***

Payment plans for Overdue payments must be established by no later than the 1st of the month following the unpaid invoice. (Before the invoice is 30 days overdue)

If this plan is not established your child's spot will be forfeit immediately.



Any unpaid balances are due before any children in your care can participate in future Boys and Girls Club programs.

**DIS-ENROLLING A CHILD:**

A 30-day written notice is required when withdrawing a child from child care. The registration fee is nonrefundable and you are responsible for the final month's tuition.

Notice should include:

- Child's Name
- Final day in program
- brief description of the reason for disenrollment

If a child is asked to leave due to a failed Behavior Support Plan or behavior that harms the child, other children, or staff, tuition will not be refunded or prorated.

- Behavior is documented
- caregivers are notified in writing
- child's spot in program forfeit immediately
- final tuition payment due by 5th of the following month

If a financial hardship may cause you to disenroll your child. Please contact the club **Business Manager** to see if a payment plan may provide an alternative option.

**Additional Fees:**

Any additional fees are itemized and charged to the corresponding monthly invoice.

All fees are due with regular tuition payments unless a payment plan has been established.

- Late Payment: \$25 charged the 6th of month
- Late Pick-up: \$1 per minute (See Pick Up Policy)
- Illness Pick-up: \$25 +46 mins after notification
  - \$5 per minute +55 mins after notification