

# SCHOOL POLICIES

## ENROLLMENT PROCEDURES

All registration forms are to be completed prior to the child's first day. All enrollment fees and tuition must be paid prior to the child's attendance.

## ILLNESS

A child must be well to come to school. Should he/she become ill during the day, the parent will be notified immediately.

## ARRIVAL & PICK UP

Overtime charges will be assessed for each 15 minutes, or portion thereof, after 3:00 p.m. for academic only students and 6:00 p.m. for full day.

## PICTURE TAKING

Please let us know if you object to us photographing your child as part of our many special activities. We will be happy to observe your request.

## TERMINATION OF SERVICES

**SCHOOL:** If it is determined that a child, or the parents of a child, is unable to successfully adjust to the school program, a two week notification of termination of services will be rendered.

**PARENT:** Two weeks written notice is required upon termination of services.

## REFUNDS

Should it be necessary for your child to withdraw, check with the office for the refund schedule. There will be no refund from the yearly tuition for withdrawal after May 1<sup>st</sup>.

The **ACTION DAY NURSERY SCHOOLS** and **PRIMARY PLUS SCHOOLS** are operated on a non-discriminatory basis. Each child is respected as an individual without regard to race, color, religion, national origin or ancestry. Special needs children will be admitted on an individual basis.