



REGISTRATION

The registration fee of \$200 per child/\$300 per family is a non-refundable deposit to reserve a place for you child and cover the cost of materials, registration processing, and insurance. This is be paid before or at the time of enrollment and is non-refundable. Enrollment is complete when the following requirements are met:

1. All registration and medical forms are filled out completely, signed, and returned.
2. Your child is at least two years old.
3. Registration fee and 1st month's tuition are paid in full.

TUITION

Tuition payments are made monthly and are due in full by the first day of the month. Payments can be made by check or money order made out to **Infusion Church**, or online using the BrightWheel App. There will be a \$40 fee for any returned check. Money orders will be required as a payment after two checks are returned for non-sufficient funds. In the event of a tuition increase, parents will be notified no less than 30 days on advance of the increase. Parents are required to give two week's notice, this two weeks tuition is non-refundable.

LATE TUITION PAYMENTS

A late fee of \$15 applies to tuition paid after the 1st of the month. Parents who are habitually delinquent in payment of the tuition are advised that possible suspension of child-care will result. All tuition must be paid in full before the 5th of each month to continue attending class (this is a board requirement).

REFUND POLICY AND MAKE-UP DAYS

There is no refund policy of registration or tuition paid if a child does not attend school and make-up days are not offered.

HOURS

We are open Monday through Friday from 6:30am to 6:00pm for all full time students and 8:00am to 12:00pm for half day students. There will be a late pick up penalty fee of \$20 for every 10 minutes (or portion of) after 6:00pm. I.e. If you pick up your child at 6:01 to 6:10 - cost \$20, 6:11 to 6:20 cost \$40, etc. In the event of a child still not picked up by 6:30pm, please see the parent handbook, our closing policy is strictly adhered to.

HOLIDAYS

We observe all legal holidays. There will be two days off for the Thanksgiving holiday (Thanksgiving and the Friday following). The preschool will be closed over the Christmas holidays beginning on

December 24th through January 1st. School resumes on the first business day following January 1st. We are closed Good Friday and the Monday after Easter. You will be given a calendar with all school closures at registration. Any changes to the school calendar will be given with advanced notice and in writing.

RIGHTS OF LICENSING AGENCY

The licensing agency has the right to come in, observe and/or inspect , and speak to the children at any time of their discretion.

RELIGIOUS INFLUENCE

At Infusion Christian Preschool we teach that each child is a special creation of God. Everyday our curriculum includes Christian songs, Bible readings and re-telling the Bible stories to teach and reinforce Christian values.

NON-DISCRIMINARY POLICY

The school admits students of any race, religion or ethnic origin to all the rights, privileges, responsibilities, programs and activities generally accorded to or made available to students at the school provided that students meet our academic entrance requirements and agree to abide by the policies of the school.

LUNCHESES AND SNACKS

We provide a morning and mid-afternoon snack. Parents must provide a nutritious lunch daily. (Candy or Soda is not allowed in lunches at school.)

MEDICAL/MEDICATION

It is a state requirement that all children have a complete physical by the doctor of your choice and submit an immunization record before entrance to the preschool is granted. The necessary form is in your new student packet.

If your child needs to take prescription medication while at school, you must do the following:

1. Bring the medication in the original prescription container with the pharmacy label showing the child's name and all pertinent directions and dosages. Also, please label the bottle with your child's name in large letters with a black marking pen.
2. Each day medicine is to be administered, you will need to sign and complete the information medicine form. WE WILL NOT administer medicine without your signature on the medicine form. This is a state law. A form must be filled out and signed by both the parent and the director. If the school is not comfortable with giving the medication we will not sign the agreement and the parents will be responsible for coming and administering the medicine to their child.

Vitamins and other medication, which could be taken outside of school hours, will not be administered at school. **Please DO NOT put medicine in your child's lunch box or inside any of the child's food.**

ILLNESS

Children running a fever or having a contagious illness will not be allowed to attend preschool for the duration of the fever or illness. **If a child develops a fever of 100°F at preschool the parent will either need to pick up the child or make arrangements to have the child picked up as soon as possible - but it must be within one hour.** If the child has diarrhea or is throwing up, we will ask you to pick them up and keep them home until they are back to having normal bowel movements. A child must be symptom-free for 24 hours before he or she may return to school. Please see the Parent Handbook for more details on our illness policies. It is the responsibility of the parent to provide and update legible contact information.

VISITING POLICY

We believe in an open door policy. We invite the parents to come and visit in their child's classrooms at any time during our regular operating hours. Please DO NOT bring animals on to school campus.

DISCIPLINE AND DISMISSAL

We observe the following dismissal procedures:

1. Reminders, distraction and encouragement.
2. Time Out: Child is removed from group surroundings (one minute per age) or the child is sent to the director's office.
3. Parent may be called and asked to pick up the child from the school if the director deems it necessary. A conference between parent(s) and director will be scheduled to discuss a plan of action.

*Please note that if a parent is verbally or physically abusive to a staff member their child(ren) may be suspended or dismissed.

If an equitable and satisfactory solution cannot be reached, the director has the authority to dismiss the child. If there is not 100% cooperation from the parents with any staff then the director has the right to dismiss the child. We believe that all children should demonstrate respect for each other, respect for their teachers, and respect for their school. We will encourage and expect this behavior for every student attending. Therefore, if a child continually demonstrates an inability to get along with other children by biting, spitting, pushing, hitting, kicking, etc., and/or showing no regard for a teacher's authority, that child may be suspended or dismissed. Just a reminder the contract requires two weeks notification - refunds will be assessed after deducting the two weeks notification period. Please understand that it is our desire to team with the parent to work through these problems together.

The Parent Handbook has more details and rules, and in signing this agreement, you agree to the guidelines of this document as well as the handbook.