



School Policy 2017

School Hours 6:30am – 6:00pm

In addition to the Rules and Regulations outlined in the Parent Handbook, the items below list Creative Paths Infant/Learning Center's school policies. These policies exist to maintain communication and keep children, families, and the staff/school safe. You can help by cooperating fully with the following general policies. If there are any questions or concerns pertaining to these policies (or those in the Parent Handbook), please see a director.

1. **At Registration:** Families are required to pay the following: Educational Materials Fee and/or Summer Activity Fee, first week of tuition, and a Security Deposit equal to one week of tuition.
2. **Fall Educational Materials Fee:** The \$75.00 Ed Fee is non-refundable, and is renewed annually. The Ed Fee is charged on June 1st of each year for current families, and at time of registration for new families (if starting within the academic school year, or starting between 6/1 - 8/31 and registering for the academic school year). Ed Fee is NOT prorated based on a family's start date.
3. **Summer Activity Fee:** This fee is different for each classroom. The activity fee is \$50.00 for Adventurers and Navigators, and \$100 for Inventors and Engineers. There is no activity fee for Explorers and Voyagers. The summer activity fee is charged on March 1st of each year for current families, and at time of registration for new families (if starting within the summer session, or between 3/1 - 6/1). The summer activity fee is NOT prorated based on a family's start date.
4. **The Security Deposit,** paid at the time of entry into the program, is equal to one week of tuition. The security deposit will be held in your account until discontinuation, and then will be applied to the last scheduled week in the program.
5. **Tuition** is charged each week a child is enrolled in the program, regardless of absence due to illness, vacation, or any other reason. Tuition is charged for all non-academic days and Holidays (see below for days closed).
6. **Tuition is due on Friday** in advance (the Friday BEFORE) the week of attendance. Any tuition not received by 8:30 a.m. Monday morning will be considered delinquent and is subject to an additional \$20.00 late fee charge. If tuition is delinquent for more than one week, your child will not be allowed to attend school until all accounts are paid in full.
7. **Custom Programs/Program Changes:** A custom program is defined as special services which are not included within our ordinary and/or regular programming. Custom programs such as custom days/hours and one-on-one medical treatments will be charged an additional 10% weekly charge. Program changes must be a minimum of six weeks in duration to be considered valid. Children attending partial week and/or partial day may not substitute and/or switch program days (additional days/hours may be added at an additional cost).
8. **Our schools close promptly at 6:00 pm.** Parents who arrive after the 6:00 pm closing time will be charged a late fee of \$15.00 for each 15 minutes, or portion thereof, that you are late. This money is used to reimburse teachers for the inconvenience of staying after closing and the money should be paid directly to them by cash, or check/money order made out to "cash". If your child is not picked up by closing time, and we have not been notified, the following procedures will be implemented: 1. Closing teacher(s) will always stay with your child, and provide them with a small snack. 2. All parent numbers and emergency contact numbers will be called twice in an attempt to reach someone. 3. If no one is reached by 7:00 P.M, the child will be given to the local police authorities.

9. **Summer Registration:** Current families are given priority registration for the summer program before spots are opened to the public. The summer registration period for current families is between **February 1st – March 1st**. The Summer Activity Fee will be charged on March 1st for all who have registered. Any child not registered during this time, will not be guaranteed a spot for the Summer session.
10. **Fall Registration:** Current families are given priority registration for the academic school year before spots are opened to the public. The Fall registration period for current families is between **May 1st – June 1st**. All current families will be provided with a registration form to complete. This is how we verify addresses, phone numbers, emergency contacts, and other pertinent information that may need updating in your child(ren)'s files. The Educational Materials Fee will be charged on June 1st for all who have registered. Any child not registered during this time will not be guaranteed a spot for the academic school year.
11. **Discontinuation:** Parents are required to give the office two full weeks written notice of discontinuation. This notice must be on/before the Friday before the 14 day notice. To be considered discontinued, the child must be out of the program for more than six weeks. If notice is not given, full tuition will be charged for two full weeks from the last day attended. If discontinuing for more than six weeks, in order to re-enroll, an Ed. Fee will be charged.
12. **Holidays:** Our school is closed only on the following days during the year: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, & the Friday after Thanksgiving. We will close early on Christmas Eve and New Year's Eve at 3:00 PM. The full tuition is charged for these weeks. Please note: Should the holiday occur on a Saturday, we will be closed on Friday. Should the holiday occur on a Sunday, we will be closed the following Monday.
13. **NSF Checks and/or Voided Payments:** Any returned payments will incur a \$25.00 charge. Future payments may be required to be paid in certified check or money orders.
14. **Outstanding Balances At Discontinuation:** Any balance on account that is not paid in full will be processed for collections. Should this occur, your account will be charged an additional minimum of \$25.00 or 50% of the outstanding balance (whichever is greater) as a collection fee.
15. **Credits/Refunds at Discontinuation:** Any account carrying a credit at time of discontinuation will be issued a refund check. Refunds will be available for pick up within six weeks, and must be signed for. Lost checks will incur a \$25.00 stop payment fee to be reissued.
16. **Records:** Any information from children's records will be issued for up to two years after discontinuation at no charge. If more than two years old, a \$100.00 fee will be charged, and payment must be received in order to receive child's records.
17. **Emergency Closings:** No refunds or credits will be issued if the school closes for any reason.

I agree that when my child(ren) _____ enters the program, I will abide by the aforementioned policies. I understand that I am liable only for each week's tuition as it becomes due, and it is my choice to discontinue my child at the end of any week with the proper advance written notice.

PRINTED NAME

SIGNATURE OF PARENT/GUARDIAN

DATE

DRIVER'S LICENSE #

STATE

OR

SOCIAL SECURITY #