

Children's Studio
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Children's Studio Policy Guidelines

Below you will find the school's policy guidelines. These are general procedures that are in place to facilitate the functioning of the school and to provide a healthy and safe living and learning environment for your children.

School Hours

8:00 AM to 5:30 PM Monday through Friday

Dropping Children Off

- Full time children may enter school between 8:00 AM and 9:00 AM
- Part time children may enter school between 8:45 AM and 9:00 AM
- All children should be in school no later than 9:00 AM
- We do not accept any children into school after 9:00 AM
- Under *unusual* circumstances, such as a doctor's appointment, we will accept children at 10:00 AM.

Tuition Payments

There are three tuition payment options:

- One payment for the entire year
- Two payments, September to December and January to August
- Monthly payments (If you have chosen the monthly form of payment, please, pay only one month at a time.) Payments are due between the first and the tenth of each month – After the tenth of the month a late fee goes into effect.
- Receipts are always given with whatever form of payment you choose.

Personal checks are accepted for the two larger forms of payments but not for the monthly option. The monthly payment should be made in cash, money order, or certified check.

(July and August tuition payments are due July 1st.)

The Problem With Late Drop Offs In The Morning

We understand and are sympathetic to how challenging it can be for parents to get out of the house in the morning but in order for the school to function in an organized manner students need to arrive to school on time.

All children are in their groups by 9:05 AM. At this point, they engage in their morning circle time. It represents a pivotal point in their day. We realize it can be demanding for busy parents but, please, be on time. Late arrivals are disruptive to the entire school community and can make it difficult for a child to integrate into his/her group. On the surface, being a few minutes late may not appear important but it is truly disruptive. For example, if a part-time student is consistently 10 minutes late over the course of a year translates roughly into the loss of 13 days of school. The lost days are not only relevant for the individual student who is late but also for the other members of the group who either had to wait for the child to arrive to begin morning circle or had their circle time disrupted. Please be on time. Thank you!

Late Fees

There is a \$25 late fee for tuition paid after the 10th of any month. This fee is cumulative.

Late Pick Up policy goes into effect after 12 noon and after 5:30 PM

The Late Fee is as follows, \$10 for the first 15 minutes after noon or after 5:30 PM or any part thereof and \$15 for every additional 15 minutes or any part thereof.

All late fees should be paid within 24 hours directly to the staff members in attendance on the day of the late pick-up.

Check Your Supply Box

We suggest that parents check their child's supply box every other day.

However, if you are a **new parent** in the school, the staff will monitor your supply box until your child has adjusted to the program and is no longer upset by you reentering the room to check supplies.

Supply boxes should have the following:

- Wipes (wipes are used year round by **all children**)
- A complete change of clothes in a large zip lock bag
- Disposable rubber/latex gloves – size large
- Diapers (if necessary)
- Ointment (if necessary)
- A small container of Purell or another similar product.

If your child runs out of supplies you will be notified and asked to bring the needed supply to school that day. In the past, parents have found it helpful to keep an emergency set of supplies in the trunk of their car for those days when they have forgotten to refurbish their supplies.

We do not have extra supplies on hand and we will not borrow from another child.