

*Lavonna Peterson*  
*Early Childhood Schools*

**Tuition**

September 2015/2016

**ANNUAL REGISTRATION FEE**  
**\$75.00 annually {Non- refundable}**

Infant Care {6 weeks to 24 months}	\$250.00 weekly
Toddler Care {2 year olds}	\$190.00 weekly
All Day Pre-school {3 and 4 year olds}	\$190.00 weekly
Kindergarten- All day	\$190.00 weekly
Pre-school- Morning only	5 mornings \$425.00 <u>monthly</u>
	3 mornings \$290.00 <u>monthly</u>
	2 mornings \$198.00 <u>monthly</u>

**TUITION DUE** Tuition is due on Fridays for the upcoming week/month.

**LATE FEE** A \$5.00 per day, per child late fee beginning Tuesday morning.

**WITHDRAWAL** TWO WEEKS WRITTEN NOTICE must be given when withdrawing a child. If two weeks written notice is not given then two weeks tuition will be required.

**INSUFFICIENT CHECK FEE** \$35.00 insufficient check fee charged on each returned check plus late tuition fees for week/s late.

## **Supplies**

***Parents supply the following:***

### **Infant:**

Disposable diapers

Formula and/or food {once the infant is on table food, hot lunch will be provided at no extra charge}

Wipes- the first of each month

Kleenex- the first of each month

A complete change of clothing marked with child's name

Crib blanket with child's name

Ointments and/or powder to be used on infant

### **Toddler:**

Disposable diapers {if necessary}

Wipes- the first of each month

A complete change of clothing marked with child's name

Lightweight blanket with child's name

Ointments and/or powder to be used on child

### **Pre-School:**

Kleenex in September {or upon entering school}

A complete change of clothing marked with child's name

Lightweight blanket for all-day students marked with child's name

***\*\*\*PLEASE .. be sure to mark all items with your child's name – including pacifier, bottles, coat, hat, blanket etc...***

## Vacation Policy

After one full year at our school ‘full-time’ children are allowed two weeks vacation each year, where, if the child is not in attendance tuition will not be required. The office must be notified in writing of vacation times in advance {at least one week in advance}.

If more vacation is needed, it will be necessary to pay tuition in order to keep the child’s place at the school.

Part-time full day children do not receive vacation but may make up the days missed, if made up within the month absent. Make up days must be prearranged with the office staff.

**Those not taking vacation time will not receive vacation credit.**

## Holidays

*The school will be closed on the following days:*

- \* Labor Day
- \* Thanksgiving Day and the day after
- \* Christmas Eve and Christmas Day
- \* New Years Eve and New Years Day
- \* Spring Break {Friday before Easter}
- \* Memorial Day
- \* July 4<sup>th</sup>/Independence Day

***If any above Holiday falls on a weekend, the school closing for that day will be the previous Friday or following Monday - A notice will be posted beforehand for that exact closing.***

## Meals

**Breakfast-** Though it is well recognized that it is most desirable for psychological and developmental reasons in the interest of the children that breakfast be given by parents at home, there are times when breakfast needs to take place at our school. On such occasions, cereal, fruit and milk will be available for a daily charge of \$2.00 for toddlers and preschool children {there is no additional fee for "infants" if the food is furnished by the parents}

**Lunch-** Our lunch program follows the nutritional guidelines set by the Federal Government. Hot lunch is included in the tuition of all day students (parents furnish infant's food until they are on table food).

**Snacks-** A morning and afternoon nutritional snack will be offered each day for children on table food.

**\*\*\*We ask that toddlers and preschool children not bring food from home unless they are bringing it for the entire class and have made arrangements with the teacher {On such occasions we suggest healthy food snacks-*no peanut products please*}**

**A lunch menu will be posted and sent home monthly. If there is something your child cannot or just will not eat - please notify his/her teacher that day and request in writing that a sandwich be substituted.**

***{Due to peanut allergies we request that no peanut products be brought to school}***

## **Schedule**

### **Opening and Closing Times**

5026 N Brighton	7:00 a.m. to 6:00 p.m.
3930 Baltimore	7:00 a.m. to 6:00 p.m.
812 SW Forestpark Lane	6:30 a.m. to 6:00 p.m.
Morning only pre-school	9:00 a.m. to 11:30 a.m.
Morning only Kindergarten	8:45 a.m. to 11:45 a.m.

### **Late Pick Up Fees**

There is a charge of \$1.00 for the first 5 minutes plus \$1.00 for every minute there after beyond closing time/dismissal time per child. This is to be paid immediately to the closing teacher.

### **Arrival and Departure**

**\*\* All Day Students**

For safety and security reason, on arrival all children are to be brought into the building, signed in, and taken to their class. On departure they are to be timed out -- please sign time and name of person picking up child.

## **CHILDREN WILL BE RELEASED ONLY TO THOSE WHOM YOU HAVE AUTHORIZED**

*If you wish someone to pick up your child who is not on file as an authorized person please follow the following procedure:*

- Telephone the office with the name of the person picking your child up.

- Give your Driver's License Number to the person picking up your child, {all parents' driver's license numbers will be on file in the office}.

- Instruct the person picking up your child to check into the office, show their driver's license and **"Your"** driver's license number. The numbers will be compared and the child released if the above procedure is followed.

## At Home

**LISTEN**: Listen to your child. Call attention to sounds. Listening and attaching meaning to sounds is one of the first pre-reading skills.

**OBSERVE**: Look at objects with your child. Help him recognize shapes, colors, and sizes.

**TOUCHING**: Help your child touch and feel objects of different sizes, shapes, and textures. Provide objects that can be carried, pushed, thrown, dropped and rearranged.

**SPEAKING**: Talk to and with your child. Direct conversation to him, help him learn concepts of first, second, next, middle, last, under, over, up, down, into, onto, on, off, in, on etc.

**MOVING**: Help your child learn control of large muscle activity, later - small or fine muscle control.

**READING**: Make printed matter a part of your child's world. Have books, magazines, and newspapers in the home. Let your child know that printed material is "printed talk" - words that someone has said, written down. Take your child to the Library. Let him check out his own books. Read yourself!!! If your child sees you reading, he will see it a useful skill. Read to your child daily.