

Please read each policy and initial. Thanks

Authorize Pick Up Policy

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection.

Initials _____

Tuition

Tuition is based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason. **If a child does not attend, and the child receives BCFR funding, the funding will not be accessible. Therefore the family is responsible for that day/session rates.**

Payment is expected every Monday, prior to the session beginning.

Initials _____

Closings due to Weather

We make every effort to remain open during inclement weather. Our goal is to make sound decisions based on the safety of families and staff. We DO NOT follow any school districts closings decisions. We will notify each family via phone call or text and notification will be posted on our Facebook page as soon as a decision is made regarding the severity of the weather and road conditions. If we are closed due to inclement weather, you will not be charged for that day. We will do our best with scheduling to make it up at a later time.

Initials _____

Child Pick-up Authorization

Name: _____

Relationship: _____

Phone #: _____

Additional persons who may pick up my child:

1. Name: _____

Relationship: _____

Phone #: _____

2. Name: _____

Relationship: _____

Phone #: _____

Note: Any person unfamiliar to us will be required to show proof of identification.

Signature: _____ Date: _____