



Preschool Policies

Start Date: If the child does not start school with Young Explorers on the start date given by the parent, the child's enrollment will be automatically terminated. The parent may choose to proceed with the enrollment process on a different date and if the space is available. The parent can re-register but will be required to pay registration fees again. _____ Initials.

Student File: Students file must be completed before the child's first day of school including Physician's Report and Immunization records. Without a Physician's Report and complete Immunization records, a child will not be able to start and tuition fees will not be prorated. If a Physician requires a TB test, parents must provide the child's TB clearance before the start date. _____ Initials.

Terms of Payment and Returned Payment Fee: Tuition fees are due on the 30th of the previous month and are late after the 3rd of the month. For the first month we accept Zelle payment or a check in the name of Young Explorers. A \$30 fee is charged on all checks returned by the bank. For the monthly fees the parent should complete their banking details through an online portal for automated payment. _____ Initials.

Late Payment: A late fee of \$25 will be charged for any late payments after the 3rd of the month. Child's enrollment will be terminated if payment is not submitted on time. _____ Initials.

Termination: The School reserves the right to terminate the enrollment of any child who in its judgment is not benefiting from the program, due to child's behavior, or if a parent/parents, guardians violate any school policies and procedures. No tuition refund will be given. _____ Initials.

Absence: No credit, refund, or make-up days are given for emergencies, absences, illness, vacations or holidays. The school will not reserve a space for a child for any reason unless payment is submitted for the days of absence, vacation or illness. Parents can choose to terminate enrollment and re-enroll the child. The child will be re-enrolled if space is available. _____ Initials.

Before and After Pick-up: The school operates from 8am-6pm Monday through Friday. Children must be picked up no later than their scheduled pick up time and no later than 6pm. You will be charged \$1 per minute after 6pm. _____ Initials.

Holidays and Staff Development Days: The school is closed to all the children during Labor day, Veteran's day, Thanksgiving(2days), Christmas and Winter Break(See school calendar), New Years day, Martin L King day, President's day, Easter ,Memorial day, Independence day, and 2 days in August for Teacher training (see school calendar). School



reserves the right to make changes to the days off. The tuition fee will not be prorated. _____ Initials.

Vacation and Withdrawal: 30 days written notice (a one calendar month) is required for any withdrawals. Vacations must be 10 consecutive business days or more for 50% of the tuition fee to be prorated with 30 day written notice. A written notice/email should reach us between 25th - 28th of the previous month. In case no notice is given in writing to the school, one month's tuition is due. 50% of the tuition fee will be charged to keep the spot during the months from August - May. There will be no charge if the vacation is taken during summer June- July with a written notice. A 30 days written notice will be required for the graduating students for the deposit to be adjusted. _____ Initials.

Returning Students: The application fee and the annual material fee is not required if a student is taking a vacation up to 2 months during the summer vacation period June - July or less within a 30 day notice. The application fee and material fee is required if a student is taking a vacation for more than 2 months, even if notice is given. If a student is withdrawn, the application fee and the annual materials fee is required for the re-enrollment. _____ Initials.

Medical, Dental And Related Expenses: The school will not be responsible for any medical, dental or related medical expenses including Ambulance expenses if the child gets injured at school. Parents or Guardians will be responsible for the medical, dental and related medical expenses. _____ Initials.

Incidental Medical Service: You will be given a Plan of Operation clarifying school procedures in administration of EpiPen and Nebulizer Medication. _____ Initials.

State Licensing: The State Licensing Agency has the authority to review child or facility records and files without prior consent. When necessary, the agency may interview a child or parent with or without permission from the school. _____ Initials.

I have read, understood and agreed to all the terms and conditions outlined in this contract.

Signature of parent or legal guardian

Date

Signature of parent or legal guardian

Date

Signature of Director

Date

Young Explorers