**OPERATING POLICY 19A-79-3A(d)(7)**

**Days and Hours of Operation**

The center is open Monday through Friday 7:30am to 5:30pm, year-round. We follow the City of Norwalk school schedule for holidays. Tuition is due weekly regardless of any absence, including sick days.

**Admission**

Our program serves children 3-5 years of age. A $100.00 non-refundable registration fee, is due upon registration. Tuition payments are to made weekly and due on Monday before the week of care. A $5.00 a day late fee will be added everyday tuition is not paid. Your child may not return until payment is made in full before the following Monday.

Each child entering the center must have an updated physical form, signed and dated by his/her pediatrician, including current immunization documentation. Children who are not school age, must have their physicals updated yearly.

**Agreements with Parents**

Please call and let a staff member know if your child is going to be absent for any reason.

An adult must accompany your child to and from his/her classroom and sign them in and out each day.

Please leave at least 2 spare outfits in your child’s cubby labeled with their name on it.

Toys are allowed to be brought from home between the hours of 7:30am-8:30am for easier transition.

Parents are to supply bedding for cots. All bedding is sent home every other Friday for washing to be returned on Monday. It could be sent home more frequently if needed.

Any changes in address, phone number, employment, etc. must be given to the Director in writing.

**Snacks**

**“Snack” means light meal containing two (2) food groups.**

Parents must supply their child’s lunch box. Be sure to label their lunch and provide an ice pack. The center will provide morning and afternoon snack including 2 food groups. Snack menus are posted on the family information board at the beginning of each week.

Snacks are served during the following times:

Morning: 8:50-9:30AM

Evening: 3:00-3:45PM

**Provisional Enrollment**

The first 30 days will be regarded as a trial period. In which case either party may terminate the contract without notice. After the first 30 days of enrollment, please see withdrawal policy.

**Family Involvement/Access to Program Facility**

Our center has an open-door policy. Parents and guardians are encouraged to visit their children whenever possible. The center also plans periodic educational and fun field trips. Volunteers are more than welcome.

**Withdrawal/Expulsion of Children**

Parents or guardians must provide the center with 2 weeks written notice prior to withdrawing their child from the center. All tuition owed must be paid in full. Likewise, if possible, the program will provide the same courtesy if care for a child must be terminated for any reason. The program will work with all children and families to avoid a child’s expulsion. There is a non-refundable registration fee.

**Medication Policies**

\*See full medication policy for details.