

COUNTRY CHILDREN'S HOUSE POLICY STATEMENTS-KINDERGARTEN

ENROLLMENT: Parents must submit a Completed enrollment form along with a registration fee and supply fee. This is a non-refundable fee. The school has the right to deny admission/enrollment as a result of unpaid fees or disruptive behavior.

TUITION: Tuition is based on a 9-month school year. Payments are due by the 15th of each month prior to attendance, except September tuition is due by May 15th and is non-refundable. October tuition is due by September 15th, etc. Late payments made by the 20th will be charged-\$10.00, made by the 25th will be charged \$20.00, made by the 30th will be charged \$30.00 and after the 30th will be charged \$40.00 **Returned check fee of \$25.00.** There is no reduction in tuition when a child is absent from school due to illness or for any other reason. **Please send it in an envelope marked "tuition" with your child.** Please make checks payable to COUNTRY CHILDREN'S HOUSE, Inc

If mailing: 15075 Allisonville Rd, Noblesville, IN 46060. ****WE DO NOT MAKE UP SNOW DAYS****

DISCIPLINE: General discipline is achieved by finding something constructive to do. If physical aggression has occurred, it may be necessary to have a brief moment away from the group to allow for composure. There is never a time an action would result in corporal punishment in this school.

CLOSINGS: We will not have session in the case of inclement weather. In general, weather closings will be consistent with Noblesville schools. If Noblesville is on a 1 or 2 hour delay, kindergarten will be on a 1 hour delay, therefore we will have Kindergarten from 10:15 AM-1:30PM M-Th & 10:15-12:15 Friday. (Please send your child's lunch with them Mon-Thurs.) We will *post it on our facebook page*. Days which are cancelled will not be made up. Our primary concern is your safety.

ARRIVAL & DISMISSAL: Class time is 9:15 am-1:30 PM Mon-Thurs. (including lunch brought from home) & 9:15 am-12:15 PM on Friday (including a snack provided by CCH). Lunch will be eaten after school on Friday. Parents should be in the car line at these times. Enter the drive moving counterclockwise around the drive. We will be using the main entrance of the school for drop off. Please have your child or children unbuckled with their backpack on and ready to exit the car when it is their turn in line. Please put your car in "park" when it is your child's turn to get out of the car. Mrs. Masnyk will bring the children into school. At dismissal, display your child's name on PINK or BLUE paper provided in Open House packet and Mrs. Masnyk will bring your child/children to your car and then you can pull up to help your child into their seat or seat belt to allow the next parent to pull up for pick up of their child. If you are more than 10 minutes late for the beginning of class, it will be necessary for you to bring your child into the school yourself. In consideration of Mrs. Masnyk please be prompt at pick up at the end of the session. A late fee of \$1.00 a minute will be charged beginning at 1:40 PM. Mon-Thurs & 12:25 PM Friday.

COMMUNICATION: Open communication between parents and staff is essential. If at any time of the day you have any questions or concerns, please call Allisonville-774-8989 or email Mrs. Masnyk or Shelly Wetzell, Director-teacherrjb@comcast.net . **IF YOUR CHILD WILL BE PICKED UP BY SOMEONE OTHER THAN THE NORMAL PERSON, WE NEED THIS IN WRITING WHEN YOUR CHILD COMES INTO SCHOOL THAT DAY. PLEASE DESCRIBE THE VEHICLE AND GIVE THE PERSON'S NAME. ID MAY BE REQUIRED.**

WITHDRAWAL: A one month notice is required if a child is withdrawn from the program for any reason. This will allow us to fill this spot with someone from the waiting list.

ILLNESS: Children must be fever free for 24 hours without medication. We require the same 24 hour limit when vomiting or diarrhea has occurred. In the case of Chicken Pox: Totally "spot-free" before returning. If your child becomes ill at school, you will be called immediately. Please keep us informed in writing of any allergies your child may have. A copy of immunization records is required before your child begins school.

DISMISSAL: The school reserves the right to deny admission to a child whose behavior is so disruptive that it interferes with the operation of the class. Refusal to adhere to or consistent disregard for the policies is also grounds for dismissal.