

## COUNTRY CHILDREN'S HOUSE POLICY STATEMENTS-PRESCHOOL & Y 5's

**ENROLLMENT:** Parents must submit a complete enrollment form along with a registration fee & supply fee (Young 5's). 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 yearly tuition, conveniently broken into 9 equal payments for the parents that choose to pay monthly. Payments are due by the 15th of each month prior to attendance, except September tuition is due by May 15th (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.

### **TUITION PAYMENT:**

1. Zelle COUNTRY CHILDREN'S HOUSE Inc , email [teacherrjb@comcast.net](mailto:teacherrjb@comcast.net)

2. Sent with your child-Clip payments to your child's school bag.

Please make checks payable to COUNTRY CHILDREN'S HOUSE, Inc..

3. Mail-CCH 4283 E 192st St, Westfield, IN 46062.

**\*\*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 sessions in the case of inclement weather. In general, weather closings will be consistent with Noblesville schools. If Noblesville closes, we will close. If Noblesville has a 1 or 2 hour delay, we will have a 1 hour delay beginning class at 10:00 AM and dismissing at our regular time of 11:30 AM. There will be Lunch Bunch on delay days. We will post it on our facebook page. Days which are canceled will not be made up. Our primary concern is your safety.

**ARRIVAL & DISMISSAL:** Class times are 9:00 am-11:30 am-preschool & 9-1:00 Y 5's. Please have your child unbuckled with their bag in their hand & put your car in "park" when it is your child's turn to get out of the car. A teacher will open the car door and help your child into the building. At dismissal, once your child is helped into the car by the teacher, please 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 the teachers, we expect all children to be picked up by closing time. A late fee of \$1.00 a minute will be charged beginning at 11:40 am or 1:10 pm for Lunch Bunch.

**COMMUNICATION:** Open communication between parents and staff is essential. Various types of communication that will be provided by our program include: monthly calendars, monthly newsletters, conferences, phone and written communication (if a teacher feels is necessary) and accident reports. The best way to relay a specific classroom question is by emailing Co-director-Miss Mel at [melissahartnagel@yahoo.com](mailto:melissahartnagel@yahoo.com).

All other questions email Director-Shelly Wetzel at [teacherrjb@comcast.net](mailto:teacherrjb@comcast.net). We try to answer all questions promptly. Please use the clip on your child's bag to attach any information/notes & tuition.

**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 THEIR VEHICLE AND GIVE THE PERSON'S NAME. ID MAY BE REQUIRED.**

**WITHDRAWAL:** A SEMESTER notice with a SEMESTER of tuition commitment is required if a child is withdrawn from the program for any reason.

**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.

**ITEMS FROM HOME:** Please have your child leave all toys at home.

**BIRTHDAYS:** Birthdays are a very special Montessori celebration. Please read the "Birthday Celebration Guidelines" available on the website. \*Please submit this to the teachers at least two weeks before, to schedule the celebration.

**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. This includes not being able to manage alone in the bathroom. Refusal to adhere to or consistent disregard for the policies is also grounds for dismissal.

Shelly Wetzel, Director-[teacherrjb@comcast.net](mailto:teacherrjb@comcast.net)

Mel Evers, co-director-[melissahartnagel@yahoo.com](mailto:melissahartnagel@yahoo.com)