

St. John's Episcopal Preschool Policies and Procedures

- Tuition is due the 1st of Every Month and will be automatically debited from your account with **PROCARE/TUITION EXPRESS** by the 3rd of the month. If the 1st falls on a weekend, the payment will be processed on the next business day. Withdrawal of any child from the St. John's Preschool requires a **30-day** advance notice. If there are less than 30 days, you are responsible for the next month's tuition. (pg. 8)
- All school fees are non-refundable this includes tuition, activity fee, and additional fees needed in order to operate.
- There are **no refunds or make-up** days for any day missed for illness, vacation or weather-related issues.
- An automatic \$25 will be charged if the account is NSF. All account holders are responsible for their updated credit card or checking account information. All Tax Information can be obtained through this account and is the responsibility of the account holder not the school.
- Should CMS close school or have a delayed start due to weather, we **will not** have school that day unless the Preschool notes otherwise. Any delays and or closings will be posted on our WEBSITE as well as a communication from the office.
- A late charge of \$15 will be charged to your account if your child is picked up later than 1:05. (pg.8/9)
- School begins at 9:15 and carpool begins at 12:45. (pg.8/9).
- No cell phones during pick up or drop off. Children will not be taken out or placed into a car if a cell phone is in use.
- All children must always remain in their car seat. For their safety, please do not have them hanging out of windows or "driving" the car. Once the car is in park they will be removed from the car by a teacher. Please do not get out of the car. (pg. 10)
- A child must be fever-free, diarrhea, vomit free for 24 hours after last dose of medication before they are allowed back into school. A child that has been sent home with these symptoms will not be permitted back in school the next day. Teachers are not permitted to take a child out of the car who has been sent home the day prior. Any allergy related illness must be accompanied with a doctor's note.
- 3-year-old children NOT potty-trained by October 15th are allowed at school only AFTER meeting with the Director to discuss a plan of action (pg.22).

We have read, acknowledged, understood and accepted these policies and procedures for the 2021-2022 school year. St. John's Preschool reserves the right to update/change certain criteria as needed. St. John's Preschool reserves the right to withdraw a student for non-payment of any fee.

Both Parents or Responsible Parties must sign and return to administration before a child can attend St. John's Preschool.

Sign _____

Date _____

Sign _____

Date _____

