

**POLICIES FOR THE SCHOOL YEAR
PLEASE COMPLETE, SIGN AND RETURN BY FIRST DAY**

1. Your entry code is _____.
2. Children **MUST** be walked into and out of the building by a parent. **ONLY ADULTS ENTER THE DOOR CODE.**
3. **SIGNING IN AND OUT EACH DAY IS REQUIRED.** The SIGN IN BOOK is located on the shelving unit in the hallway as you enter the center.
4. Tuition FOR EACH MONTH IS DUE BY THE 15TH, SEPTEMBER through MAY. The Late Payment Fee is \$25.00. TUITION IS DUE IF YOUR CHILD IS ABSENT, DURING SCHOOL BREAKS AND FOR HOLIDAYS WHEN WSCCC IS CLOSED.
5. **ADDITIONAL FEES ARE CHARGED WHEN SCHOOL IS CLOSED AND WSCCC IS OPEN:** \$? PER DAY FOR KINDERICHMENT, AND \$? PER DAY FOR ALL OTHER CHILDREN.
6. **“SCHOOL’S CLOSED: ATTENDANCE QUESTIONNAIRE”** will be posted on the SIGN IN BOOK. IF YOU DON’T FILL OUT THE QUESTIONNAIRE, ATTENDANCE IS ASSUMED AND THE EXTRA DAILY FEE CHARGED in order to provide additional staff coverage and food.

CHILDREN ENROLLED 3 OR 4 DAYS A WEEK MAY SIGN UP FOR ALL DAY ON THEIR SCHEDULED DAY(S). CALL TO REQUEST NON-SCHEDULED DAYS: 440-333-2040. The cost is \$_____ per day for full day care WHEN AVAILABLE.

7. CALL IF YOUR CHILD WILL BE ABSENT. We must call the school and/or you if they are scheduled to be here.
8. **CENTER INFORMATION WILL BE IN THE FILE CRATE BY THE SIGN IN BOOK. YOU ARE RESPONSIBLE FOR READING NOTICES AND NEWSLETTERS AND KNOWING ABOUT UPCOMING EVENTS.**
9. Do not park along the curb outside the double doors. Do not leave your unattended car running. Do not leave a child in a car without another adult.
10. Please talk with YOUR CHILD’S TEACHERS OR THE DIRECTOR if you have a concern about an interaction between your child and another child or children. **DO NOT CONFRONT OTHER CHILDREN OR THEIR PARENTS.** Our staff will gather information and address your concerns and report back to you.

PARENT NAME PRINTED _____

Parent Signature required: _____ Date _____

RETURN SIGNED COPY TO CHILD CARE OFFICE. KEEP A COPY FOR YOUR RECORDS, PLEASE.