

KIDS DAY OUT POLICIES

- **Program:** Our program is for children from six months through age four. We are open Wednesdays and Fridays, and your child may attend one or both of those days. Our hours are 9:30am until 2:30pm.
- **Absentees:** If your child is going to be absent, please contact our office as soon as possible. We will not refund tuition in the event of an absence.
- **Cancellation or Withdrawal:** A two week notice is required to withdraw your child from the program. No tuition will be refunded for the month, and you are responsible for the month following your withdrawal.

Tuition: Tuition is \$70.00 a month for one day a week, and \$140.00 for two days a week. An activity fee of \$35.00 and \$50.00 registration fee is due at the time of registration and is non-refundable.

To retain your child's spot in our program, your tuition is due the first of every month. Payment is considered late after the 10th and a \$5.00 late fee will be added. If tuition is not paid within two weeks, the child will be dismissed from the program unless the parent/guardian has made arrangements with the program director.

We have two payment options that you may use. You may pay monthly or yearly. Tuition is still the same, monthly and yearly, in the event of holidays or breaks.

KIDS DAY OUT POLICIES Cont'd

- **Dropping Off/Picking Up:** Parents must sign the child in and out each day. We cannot accept children before 9:30am (before this time our teachers are busy preparing their rooms for the day.) Children must be picked up no later than 2:30pm.

Only parents and authorized people may pick children up. If we do not have a permission form in the child's file we must have one in writing, rather than just a phone call, before someone new may pick up your child. We will check the photo identification of everyone we are not familiar with.

- **Late Charge:** There will be a \$10.00 charge after 2:35pm for every 10 minutes the child's ride is late.
- **Inclement Weather:** We will be closed on those days when Shelby County Schools close due to inclement weather.