

ACADEMY OF PRESCHOOL LEARNING, INC

SCHOOL POLICIES

Dear Parent:

The following list contains our school policies. Read Carefully. Sign you name to the enrollment form indicating you have read and accepted these policies. Our school is non - sectarian and licensed by the State of Wisconsin.

1. **ADMISSIONS:** Children must be between 3 years and 6 years of age. They must attend our school for at least 2 days a week or up to 5 days per week. There is a \$65.00 annual registration fee. Registration fees are non refundable and do not apply toward tuition.
2. **PAYMENT DATES:** All fees are due in ADVANCE, on the 15th of the month or on a fee schedule date. If payment is not made within 5 school days after due date, the child will not be allowed to attend. Delinquent payment notices will be posted on the bulletin board. No notices will be mailed. There is a \$5.00 late payment fee if payment is not made within 5 school days after due date.
3. **WITHDRAWAL REQUIREMENTS:** Pro-rated refunds will be given if: 1. The family moves. A four week advance notice is required or one month fee will be charged. 2. There is a health problem confirmed by a physician or 3. The child is withdrawn at the request of the directors.
4. **CHILD HEALTH AND IMMUNIZATION RECORDS:** All health and immunization forms must be completed and returned to teachers before child may attend school.
5. **MAKE-UP DAYS:** Wisconsin State Laws limits the number of children per teacher. Children are assigned to classes accordingly. Therefore, it is necessary that your child attend only on his/her specified days. We're unable to allow make-up or substitute days for time absent. Our fee is set to cover expenses operating at full capacity, therefore, it is not possible to refund for days not attended.
6. **FIELD TRIPS:** Notices will be given to each parent regarding transportation and attendance. Fees are assumed by the parent and paid prior to trip. Parents and children must ride on the bus both ways. Parents may, at their discretion, keep the child home. The child activities fee for 2011-12 will be \$35.00 and with the September 2011. This does not include the farm or play. There will be no fundraiser this school year.
7. **HOLIDAYS AND VACATIONS:** There is no fee reduction for holidays and vacations since our rates include our overall operating expenses.
8. **ILLNESS:** No credit or refund is given if a child is absent because of a brief illness or vacation.
9. **SNOW DAYS:** There will be no make-up days for snow days, since two snow days already have been taken into consideration. Announcements will be made over radio and TV stations WTMJ and WISN (Channel 4 and 12).
10. ALL Teachers must meet State requirements.
11. No medication will be administered.
12. **SNACKS:** We are not required to serve a snack by State Law; however, we feel children benefit by partaking of a NUTRITIOUS snack sometime during the school session. Parents take turns providing the snack on an alphabetical basis. Check your monthly calendar.