

## Academy Of Preschool Learning School Policies

Dear Parent:

The following list contains our school 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 at least 2 days per week or up to 5 days per week. There is an annual \$70.00 registration fee. Registration fees are non refundable and does not apply toward tuition.
2. **PAYMENT DATES:** All fees are due in ADVANCE, on the 15th of the month. If a payment is not made within 5 days of the due date, a \$10.00 late fee will be added to the tuition fee. No notices will be mailed.
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. **3.** The child is withdrawn at the request of the director.
4. **CHILD HEALTH & IMMUNIZATION RECORDS:** All health and immunization forms must be completed and returned to teacher.
5. **MAKE-UP DAYS:** Wisconsin State Laws limits the number of children per teacher. Children as assigned to classes accordingly. Therefore, it is necessary that your child attend only on his or 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 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 the trip. Parents and children must ride the bus both ways. Parents may, at their discretion, keep the child home.
7. **HOLIDAYS & VACATIONS:** There is no ree 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 the radio, but if the surrounding public schools are closed due to snow, we will be also.
10. **ALL TEACHERS:** must meet state requirements.
11. **MEDICATION:** None is administered
12. **SNACKS:** We are not required to serve a snack by state law, however, it benefits the children by partaking in a **NUTRITIOUS** snack sometime during the day. Parents provide by taking turns providing the snack. Check your monthly calendar