

Policy Handout

Welcome to _____! Our policies help ensure a safe, happy, and organized environment for all children. Please review and sign below.

1. Attendance and Absences

- *Sick Days:* "Please inform us as soon as possible if your child will not be attending due to illness."
- *Absence Policy:* "Absences do not result in a refund as your child's spot is reserved specifically for them."

2. Health & Wellness

- *Illness Policy:* "Children who exhibit symptoms such as a fever over _____, vomiting, or diarrhea will be sent home for the health and safety of others."
- *Medication:* "We are unable to administer medication without proper documentation from a physician."

3. Drop-Off and Pick-Up

- "Parents must notify us in advance if someone other than the regular guardian will be picking up their child. Photo ID will be required for any unfamiliar individuals."

4. Payment Policy

- "Tuition is due _____ on _____. Late payments will incur a \$_____ fee."

5. Communication

- "We will communicate important updates and child progress through [newsletters, parent-teacher meetings, and our app]. Parents are encouraged to reach out with any questions."

Acknowledgment of Policy Understanding

I, _____, have read and agree to the policies set forth by _____.

Parent Signature:

Date:
