

Policies

Child's Name: _____

Payment Policy:

You must **pay in advance** for your child's participation in ABC classes. Your child WILL NOT be allowed to participate in the program if it is not paid for in advance. Please note there are NO refunds or make-ups for missed classes.

Absence:

Due to our low staff-to-child ratio we cannot allow make-ups for any reason. If your child will not be in their scheduled class please call us.

Special Closings:

Occasionally ABC will close for special events or holidays. We do our absolute best to notify all parents with registered children of these temporary closings.

Pick Up:

For your child's safety, please notify staff via a note or phone call with sufficient notice if you expect an unusual pick-up person – even one on the approved driver list. Please also include a brief description of the person.

Late Policy:

If you are more then **10 minutes** late picking up your child, we will deduct one pre-paid hour. This is so we can anticipate the number of children participating in each session and ensure appropriate staff-to-child ratio. This is for your child's benefit.

Snacks:

ABC strongly believes proper nutrition enhances a child's overall well-being. We will not provide a snack for your child, however we strongly suggest you leave a snack in your child's bag in the event they request one. We also have **Power Bars available for \$1.00 at the front desk**. Please let us know of any allergies. Due to our unique environment, we ask that you hydrate and feed your child before they enter ABC so that they get the most out of their special experience.

Toilet Training:

Our preference is that the majority of children entering in the facility are fully toilet trained. This means children are able to indicate to staff when he/she needs to use the bathroom. Children can get busy and may need reminders which the ABC staff will provide. Please have a change of clothes in the child's bag in case he/she may need them. If it is determined that your child is ready for ABC, but toilet training is not complete, our staff will work with you.

Illness:

While it is sometimes hard to determine whether a child is truly sick, we require that parents not send their children to ABC while sick. Please call ABC if your child will not be in class.

ABC uses the following guidelines:

Keep your child at home if there are any of the following symptoms:

Sub-normal temperatures; 99-100 degree temperatures with symptoms, 100 degrees or over (even without symptoms); tiredness; sore throat; runny nose/eyes; coughing; sneezing; intestinal upset; diarrhea, or vomiting. If your child vomited, had a fever, or diarrhea, please wait until the child has been free of symptoms for at least 24 hours before returning to ABC. You will be notified if your child becomes ill at ABC. At that time you **must** come to ABC to pick up your child. Under most circumstances a sick child will be kept in the ABC room while waiting to be picked up. This is for the health and safety of all the ABC participants.

I understand the above policies and agree to the terms and provisions set forth in this form.

Parent Signature

Date:
