

# Villa Cresta Tots

## Statement of Policies

### **Application Policies and Procedures**

- Applications are taken according to the date they are received and must be accompanied by the required non-refundable, non-transferrable application fee and non-refundable, non-transferrable supply fee.
- Admission to the program is on a first come, first serve basis according to the date the application is received. Once a session is full, a waiting list will be compiled, again on a first come basis. When vacancies arise, the first family on the waitlist is notified.
- The enrollment of each class is limited to 20 children.
- Children participating in the current year will be given the opportunity to pre-register one month prior to open registration.

### **General Policies and Information**

- Children should wear play clothes. Outdoor play periods are planned except for rainy or snowy days, so dress your child appropriately. Children should wear socks and shoes – no flip flops, sandals, or crocs. Label all clothing! We cannot be responsible for lost articles of clothing.
- Do not send sick children to school, regardless of any special event planned. Children must be fever free for at least 24 hours after an illness before coming to school.
- Upon arrival, please wait with your child in the hallway until the teacher opens the door. At dismissal, wait in the same area for your child. Children must be dismissed to an adult. Inform the teachers in writing if someone else will pick up your child.
- Children will bring their folder to school each day. Check it daily for announcements, upcoming events, activity papers and artwork. Emails are sent often so be sure we have your correct email address.

### **Inclement Weather**

Villa Cresta Tots follows the Baltimore County Public School system for our calendar and holiday schedule. We also adhere to their weather policy which includes late opening and early closing due to inclement weather. If Baltimore County school system...

- Starts 1 hour late – Tots is closed
- Starts 2 hours late – Tots is closed
- Closes 1 hour early – Tots PM class is cancelled
- Closes 2 hours early – Tots PM class is cancelled
- Closes 3 hours early – Tots is closed
- Closed – Tots is closed

## **Fees/Tuition**

- Tuition is due as outlined on the Tuition/Payment Plan form. Payments received after the due date will be assessed a \$25 late fee, payable within 5 days after tuition due date.
- Full tuition amounts apply for late registrations through December 31<sup>st</sup>. Tuition will be prorated only after January 1<sup>st</sup> for new students enrolling in the current school year.
- A fee of \$25 will be charged for any checks returned for NSF. All future payments must be made in cash, money order or certified check.
- If you are late picking up your child from the program in a non-emergency situation without notification, the following fees will apply: \$10 for the first 5 minutes, and \$1.00 for every minute thereafter. This fee must be paid in cash before your child returns to school.
- All payments (tuition, field trip, fees) must be placed in a sealed envelope labeled with your child's name and session. Payments will not be accepted otherwise.
- Non-payment of the required monies within the given time will necessitate dismissal of the child from the program.
- Tuition, application and supply fees are non-refundable and non-transferrable.

## **Field Trips**

Villa Cresta Tots enjoys several school sponsored field trips each year. It is important to understand the following guidelines when participating in these activities outside of the classroom.

- Parents must sign up their child on the field trip form located in the Tots hallway by the given date.
- Required payment must be received by the due date in order to attend. Late sign ups or late payments will not be accepted.
- Every child must have one chaperone. Siblings, or additional adults may not attend a school sponsored field trip to any location. This is a safety and liability issue and no exceptions can be made.
- Chaperones will use their own transportation with appropriate safety seats.
- Lack of appropriate behavior during any field trip will result in the chaperone/child being asked to leave.
- On the day of the trip, chaperones and children will meet in the classroom. Attendance will be taken and instructions will be given.

## **Parent Helpers**

We encourage all parents to be involved in their child's education and welcome any classroom assistance throughout the year. Parent helpers assist the teachers in all daily activities which can include managing the folders, distributing lunchboxes, wiping the tables, preparing craft pieces, as well as working or playing directly with the children. Our parent volunteers also help by serving on party committees or on the Board of Directors, by preparing craft projects and participating in fundraisers. All classroom volunteers are required to have a background check.

# Villa Cresta Tots

## Agreement to Policies

(Initial each and sign below)

\_\_\_\_\_ I have read and understand the Villa Cresta Tots Statement of Policies. I am aware that I can view the Statement of Policies online at [www.preparkvillerec.org/programs\\_TOTS\\_VillaCresta](http://www.preparkvillerec.org/programs_TOTS_VillaCresta).

\_\_\_\_\_ I understand the Tuition/Payment Plan guidelines and agree to the payment plan as noted. I am also aware of the fees associated with late tuition payment and checks returned for NSF.

\_\_\_\_\_ I understand the fees associated with late pick up of my child as outlined in the Statement of Policies. Dismissal times are 11:30 A.M. for the morning class and 2:30 P.M. for the afternoon class.

Child's Name and Session \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_