

Yellow Brick Road Policies and Information

Dear Families~ Thank you for your interest in Yellow Brick Road! The staff and I are dedicated to caring for and teaching your child in a loving, nurturing, safe and fun environment. We do this in partnership with you by always having open communication. My personal philosophy is simple~ Every child is treated how I would want my children to be treated. I take that seriously and assure you my teachers do as well. I am always available (and enjoy!) connecting with you in person at the school or through phone and email.

Ever upward~ Miss Sandi

GENERAL

ENROLLMENT AGREEMENT This agreement starts one year from day of enrollment and is renewed automatically yearly until day of graduation.

HOURS: School hours are 7:30am to 6:00pm. Monday through Friday. We cannot accomodate children before 7:30 am. If you are going to be late for pickup, please call and let us know. Repeated late pick ups will result in a \$10 per 15 minutes late payable in cash to the teacher at pickup. This also applies if you have a designated time pick up i.e. noon, 1:00PM, 5:00PM, etc.

Please contact the school via procare or (732)246-7475 or email Misssandicooks@gmail.com if your child will be absent for the day.

TUITION Tuition is due upon receiving an invoice on the Procare Application. Tuition is typically invoiced the first week of each month. Tuition due dates are subject to the families enrollment date.

Each family is entitled to **one week off per year tuition free**. This can be used for vacation, etc. Please let us know ahead of time when you will be using your one week off.

SIGN IN We use the application Procare for daily sign in and sign out.

ILLNESS It is our policy that parents will be called to pick up a child if they are not feeling well enough to participate in activities, have a fever or other contagious symptoms. Please inform staff if your child will not be attending for the day. Children must be free of fever without medication for 24 hours before returning to school. See teacher for more information. We have the responsibility to serve the health and well being of all students and staff. Together we can have a safe and healthy environment.