



## General Policies

These policies are established to provide a safe and nurturing environment for the care and education of your children and to give you an opportunity to make choices that are suitable for your specific needs. It is expected that the parents/guardians will read and follow these policies while their children are in the care of Lifeskills Montessori Daycare.

### **Hours of Operation**

The daycare will open at 7:30 A.M. and close at 6:00 P.M. Monday through Friday.

### **Fees**

Fees must be paid in advance on each Friday (or last day of attendance) for the subsequent week. Payments can be made weekly or biweekly, according to the schedule discussed at the time of enrollment.

### **Overtime Policy**

Overtime charges at the rate of \$10 for each 15-minute increment past 6PM may apply for frequent delays in picking up the child. These charges are expected to be paid on the next scheduled payment date.

### **Sick and Absent Policy**

Full payment is expected if a child is absent due to being sick, or is absent during a regularly scheduled day. Under no circumstances should the parent/guardian bring a sick child to the daycare if the illness could threaten the health of other children. The Health Department's regulations concerning periods of infection must be followed. If the child develops a sickness while at the daycare, such as but not limited to diarrhea or vomiting, the parent/guardian must make immediate arrangements to pick up the child after notification from the provider. A fever of 100 F and up will be a reason for the child to be picked up as well. The child must be fever free for 24 hours with no incidence of diarrhea or vomiting before they return to daycare. A doctor's note with a waiver to the above time period will be acceptable.

### **Withdrawal Policy**

Four weeks advance notice per enrolled child is required in writing for withdrawal or four weeks of tuition in lieu of notice. Lifeskills reserves the right to withdraw any student with a minimum of four weeks' notice.

### **Holidays**

The list of holidays observed can be found under Parent Resources on the website. Payment in full is required.

### **Communication**

Parents/guardians are encouraged to keep lines of communication open with the provider. The provider should be notified immediately of address, telephone number and emergency contact changes. Parents/guardians are also encouraged to set up individual conference time to discuss their child's progress.

### **Traffic/Parking**

Parents/guardians must observe a 20 MPH speed limit within the neighborhood. Please **only** use the driveway for pickup and drop off. This is a zoning requirement. Drive up to the garage door on either side of the driveway so we can fit four cars at a given time, if need be. Please keep pickup and drop off time as swift/short as possible so we can avoid a car "stuck" ahead of you or behind you for more than five minutes. I appreciate your cooperation and will be happy to assist you with loading or unloading your child, especially if you have child carriers and siblings. I appreciate your cooperation in this regard.

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Parent Signature

Date