

New Day Schools

Policies, Procedures, and General Information

Tuition

1. All tuition must be paid in advance. If your tuition goes more than two weeks unpaid your child will be disenrolled.
2. A late fee of \$5.00 will be assessed to outstanding balances the following Monday.
3. We accept cash, checks, Debit, Visa or Master Card.
4. There will be a \$25.00 charge on all returned checks.
5. Substitution of regular scheduled days cannot be permitted.
6. Program rates are weekly; therefore the price is the same during holidays and absences.
7. In the event your child is absent all scheduled days during any given week a charge of one-half the weekly rate will be assessed to hold your child's spot.
8. Each child shall be picked up by 6:00p.m. There will be a charge of \$5.00 the first minute late and \$5.00 every five minutes your child remains in school after 6:00p.m.
9. Registration Fee and Tuition is Non-refundable.
10. New Day Schools require a two-week notice prior to withdrawal.

Need to Know Information

1. Your child must be signed in and out of school everyday (**Full Signature Required**).
2. Parents must take their child all the way to their classroom and make sure they are in the care of the teacher before leaving.
3. Children will only be released to the people named on the emergency form, presenting the proper identification. **Children will not be released on the basis of a phone call.**
4. It is very important to keep your information up to date in the front office. Phone numbers, addresses, places of employment, and contacts.
5. It is important that your child arrives by 9:00 so that they have an enjoyable experience at School. Your child will not be accepted into school after 10:00a.m. Unless there is an emergency.
6. If your child shows signs of illness you will be called to pick them up immediately. If your child has a fever 100 degrees or higher, vomits, or has diarrhea, they may not return to school for 24 hours unless you have a doctors note allowing your child to return.
7. Employees are mandated to report all suspected child abuse to the Child Abuse Hotline (1-888-767-2445).

What to Bring

1. Your child should have a healthy breakfast before coming to school.
2. All items your child brings into school must have their name clearly labeled. New Day Schools will not be responsible for lost items.
3. Always pack a balanced lunch for your child. If you include an item that needs to be heated, its preparation time should not exceed 1 minute. Please limit the amount of sugary foods. We provide an AM/PM snack.
4. Make sure your child has a full set of weather appropriate clothing at all times in their cubby.
5. All children must have bedding for rest period. This must include a crib sheet to cover the mat; a blanket to cover the child and everything must be contained inside a pillowcase. A small pillow is optional. **Bedding must go home each week to be washed and returned.**
6. During cold weather your child must have access to a jacket.
7. Tennis shoes with socks are the preferred footwear.
8. You child must have diapers and wipes on the premises at all times.
9. In the event your child is missing any of the listed items above you will be called and expected to bring some immediately.

Medication

Due to the many problems that have occurred throughout the nation with administering medication properly in public and private schools, the Arizona Dept. of Health Services have strongly recommended that a registered nurse should administer medication.

New Day School does not administer any medication except first aid care.

Signature: _____ **Date:** _____