



A Child's Place Too

75-01 31st Ave., East Elmhurst, NY 11370

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Welcome to A Child's Place

Thank you so much for choosing A Child's Place! Our mission is to partner with families in every aspect of their child's growth and education. It is important that the communication between school and home be clear and frequent. With that said we would like to ensure that you are aware of and understand some important school policies. Please read and sign to acknowledge that you are aware of the entire policy and requirements as necessary for A Child's Place. If there are any areas of which you are not clear, please see a staff member before signing. Looking forward to a great year!

Once you enter this building A Child's Place periodically will take photographs and video for advertisement and security purposes. All collected material will not be distributed and will be for the sole use of A Child's Place. Please speak with Mrs. Denice Coles Jeffries-El for any inquiries.

Classroom Policies

Each classroom has its own classroom policies that coincide with the school policies. Please check with your child's teacher about specific classroom policies. Please note the following school wide policies:

- a. Due to Covid parents are not allowed past the front lobby in either location. Children will be dropped off at the designated drop off point.
- b. Children must wash their hands each morning before entering the classrooms
- c. Keeping our classrooms clean at all times is a priority. We have implemented a shoe free environment for our Infant /Toddler floor. Please be sure to remove your shoes before entering the gate.
- d. Each teacher's priority is the safety of the children. In an effort to provide adequate supervision at all times, we ask parents not to engage in conversations with the staff while in the classroom. If you need to speak with a teacher, please schedule an appointment at the front desk or leave a message and they will give you a call at a time convenient for you.

Clocking In/Out

All children must be clocked in and out at the front desk each day. Once your child is clocked in, **they are our responsibility**, please take them straight to their drop off point to be received by their teacher. Once your child is clocked out, **they are your responsibility**, please pick them up from their teachers and monitor them closely. Children are not permitted to re-enter the classroom or play yards after they are clocked out by a parent.

Registration and Re-enrollment

A non-refundable registration fee of \$150 and/ or deposit of \$200 are due upon registration. All new students enrolling will have to pay the deposit and registration. All students re-enrolling will have to pay deposit only during Free Registration period and both after. A Child's Place requires all families to complete registration annually. Families can forego the registration fee each year by taking advantage of our annual **Free Registration Period, March 15– April 15.**

Withdrawal Policies

- a. If the family decides the child is not returning, please inform the Finance Office in writing and complete the proper forms. We ask that due to the format of paying we are notified at least 30 days in advance. This is because the school has a **No Refund Policy** and any payment made will not be returned. The withdrawal letter must include child's name, class, and last date attending and be signed by a parent/guardian and submitted or emailed directly to the Finance Supervisor or Director.
- b. If the child is not in attendance for 30 or more days, the school will officially withdraw them from the class roster. The family will be notified of the decision and given the option of paying for the month(s) space was left open. This is unless notice has already been given and arrangements have been made.

Outside Time/Gym

- a. Outside time is mandatory and necessary for students of all ages. Unless otherwise explained to parents, all children aged 2 and older will have a minimum of 15 minutes outside time each day. Please dress your child comfortably and appropriately for the weather.
- b. Gym is a mandatory part of our curriculum for children aged 3 and older. Therefore, each class will attend Gym once a week regardless of the weather, unless there is an active weather advisory.

Medical Forms & Immunizations Policy

A Child's Place must adhere to New York State and local public health laws, including those regarding mandatory vaccination of students. As such, we enforce all policies regarding student immunizations. All students must be immunized in accordance with Chancellor's Regulation A-701, New York Public Health Law §2164 and the requirements of the New York City Department of Health and Mental Hygiene (NYC DOHMH).

A Child's Place will be collecting the following Records during Registration and prior to the start of the School Year. All students enrolling into our program must:

- a. Obtained all required immunizations; or
- b. Obtained, at a minimum, the provisional immunizations to enroll; or
- c. Received an exemption for any missing immunizations.

Consistent with Chancellor's Regulation A-701, all students must provide documentation of a comprehensive medical examination that has been conducted by a licensed medical provider (physician, nurse practitioner, or physician's assistant with physician signoff) within one year of school entry.

Illness Policy

We do our best to take all precautions to keep all our students and staff healthy. We encourage children to keep their hands clean throughout the day by teaching them proper hand washing techniques. Area surfaces, play areas, toys, and play elements are also sanitized and cleaned on an hourly basis. We ask parents and guardians to do the following to help us fight against germs and illness.

The following symptoms will be considered in determining whether your child must go (and stay) home. Additional Symptoms posted around the school which is based from the NYC Department of Health "Signs of Illness."

- a. Fever (99.9 degrees or more)
- b. Runny nose (yellow or green in color)
- c. Extreme or unusual fatigue
- d. Sore throat/ Excessive Coughing
- e. Pink/red eyes
- f. Constipation or Diarrhea
- g. Vomiting (more than once)
- h. Unknown Rashes
- i. Any other Communicable Disease/ Condition

Parents will be called, and students will need to be picked up if they exhibit: vomiting, diarrhea, excessive coughing, runny eyes/nose, and any other symptom at our discretion. They will be separated from the class until they are picked up. **The student is expected to be picked up within one hour of notification by the parent, emergency contact, or an authorized pick-up person.**

Student will be allowed back to school if:

- a. If the student only shows one symptom – the student is allowed to return to school the following day if the symptom resolves.
- b. If the student shows two symptoms – the student must stay home for 24 hours (1 Day) and will be allowed to school if symptoms resolve.
- c. If the student shows two or more symptoms – the student must stay home for 48 hours (2 Days) and will be allowed back to school if symptoms resolve.
- d. If the student is not in attendance for 36 hours (3 Days) or more, the student will NOT be allowed back to school without a doctor's note.

Students may not come to school if they are on Tylenol or any fever reducer within the last 24 hours because their symptoms may reappear when they are at school. Students will not be accepted into the program if they are asleep; All students must be awake and completely coherent for their daily health check. **If the student still shows any symptoms upon coming to school, the child will not be allowed into the classroom and will be sent home with the parent.** Any parent that does not comply with this Illness policy will be dropped from our program.

Lice Policy

A Child's Place have a "No Head Lice" policy. **Students who have live head lice are not allowed to go to school until they are lice-free.** Students with nits are still allowed to attend. Students may return to school the day after treatment for head lice as long as there are no live lice upon re-inspection by designated school personnel. Students will be re-inspected by a staff member 14 days after the treatment to make sure there are no live head lice.

Head lice are small insects with six legs. They are usually the size of a sesame seed (the seeds on burger buns). Lice live on or very close to the scalp. Nits are not the same thing as lice. Lice are the insects which move around the head; Nits are egg cases laid by lice. Nits are smaller than a pin head and are pearly white. The best way to stop a head lice infection is for families to learn how to check their own heads. This way they can find any lice before they have a chance to breed. Instruct children not to share hats, combs, and brushes. They should avoid touching an infested person's unlaundered clothing and bedding.

Tuition/Account Adjustments

All tuition payments are paid through ProCare Online, over the phone, or Finance Department (Front Desk if Finance Office is not available). All tuition is due on the first of the month and one month ahead. Late fees are applied on the 12th of the month; **late fees are \$55 per month.**

There will only be adjustments made to accounts via the Finance Office. These adjustments are for the purpose of:

- a. The student experiences extended serious illness/hospitalization; official medical documentation required
- b. Parent utilizes the 2 Week Vacation Voucher for the year. (Must meet the requirements and be approved, please see vacation request form)
- c. Family emergency (ie: injury, death, etc)
- d. Tuition accounts can only be adjusted after the approval of the Finance Office.

Please note any and all fees paid to the school are **non-refundable**. We do not issue refunds.

Additional Fees

There may be additional fees added to accounts for Books, Extended hours, Early Drop-off, Tutoring and lunch, and late fees. Most additional fees added to accounts are by the **Account holder's discretion and are optional**. Book Fees are automatically added to all accounts for Pre-k through Grade School. The following are additional charges that may be added to accounts:

- a. Registration Fee **\$150**
- b. Meals (Breakfast, Lunch, Snack) **\$75**
- c. School Trips (prices vary) (first come first served basis, limited)
- d. School Bus Services: 1 way (pick-up or drop-off) **\$25** 2 way (pick-up & drop-off) **\$40**

Vacation Voucher Policy

After 9 months of enrollment, each family is entitled to a 2-week vacation, with a tuition adjustment. If you have utilized your two weeks during the regular school year, you will not be eligible for summer vacation adjustments. Upon filling out the form please keep in mind that the following must be followed.

- a. Must be submitted 4 weeks in advance.
- b. The child must be a year-round full-time student. This includes Summer and Fall.
- c. No excessive absences and registered for a period of at least nine months the voucher cannot be utilized
- d. Account Balance must be up to date. (No arrears for tuition, early drop off, etc)

No Refund Policy

The policy states that **no refunds** will be issued for any payments received for tuition, books, or trips. However, we will be providing credits towards your account. The credits can be used towards any items or services provided at A Child's Place.

Due to the fact that we are asking for tuition to be paid one month in advance we are asking parents to be mindful when their children are not returning to A Child's Place. Notification of withdrawal should be

given one (1) month in advance. If there are extenuating circumstances for why you are requesting a refund, please feel free to contact the Finance Office.

Late Fees/Late Pick-ups

Tuition Late fees are applied to all accounts by the 12th of the month. Late fees are \$55.

All UPK/ 3K (Regular School Day) students that are not signed up for the Afterschool program will be billed \$30 per half hour starting at 3:05pm.

All UPK/ 3K (Extended School Day) students that are not signed up for the Afterschool program will be billed \$30 per half hour starting at 5:05pm.

Late Pick-ups After 6pm will be billed \$30 per half hour. You must sign up and register for extended hours in order for your account not to be billed.

Late Pick-ups After 7pm will also be billed \$30 per half hour. All Contacts will be called for pick-up if parents are unable to be contacted. A Child's Place is not permitted to have children in the building after 7pm. Therefore, continuous late pickups must be **referred to the local police department.**

Returned Checks

All checks that are returned for insufficient funds, stop payment, etc will incur a \$35 bank fee which is due upon time of payment. **Any checks returned by the bank will forfeit a person the option to make payments by personal checks for six months. A returned check fee plus bank charges must be included in the payment of cash or money order.**

School Transportation

A Child's Place provides safe and reliable transportation for our students to and from A Child's Place. We offer School Bus Service in Jackson Heights, Corona, East Elmhurst, Astoria, and Long Island City. If you are interested in signing up for this service, please register as soon as possible. Once a Bus Route is established, we may be unable to add more children on the route.

School Closings

A Child's Place reserves the right to make adjustments to the school calendar to complete an academic school year as necessary. Either by canceling, closing early, or adding school days due to factors deemed in the best interest of the school or to forces beyond our control. Such forces beyond ACP's control include, but are not limited to, closure due to pandemic viruses, destruction of facilities due to fire, weather, or national emergencies. Emergency evacuation or closing information will be informed through email, text messages, or phone call to families. Parents are responsible for arranging pick up when school closes early due to weather emergencies. Late pick-ups after early closing time will incur late fees. **We will follow the public-school schedule for school closings during inclement weathers.**

Parking

While we understand that parking is difficult during drop off and pick-up times, we ask that parents do not double park in 108th St. Additionally, we ask that parents who do park in front of the school, pick-up or drop off their children quickly to create a consistent flow of parking during high traffic times. Parking in the Academy Parking lot is at your discretion and only recommended for drop off and pick up purposes.

The undersigned parent/guardian recognizes that this enrollment contract is for the entire school year (12months for Pre-School & After-School) and agrees that the school may require the withdrawal or dismissal of any student if, in the school's sole discretion, it concludes that such student's attitude, influence, progress, or behavior does not serve the best interest of the school. The undersigned parent/guardian also understands that a positive and constructive working relationship between the school and a student's parent/guardian is essential to the fulfillment of the school's mission statement "partnering with families" and agree that the school may terminate enrollment or decline to re-enroll a student if the parents do not abide by school policies. In the event a student is expelled, no part of the years' tuition will be refundable, and all payments due up to date of expulsion, plus any remaining tuition balances, are considered due.

Parent Name: _____

Student Name: _____

Parent's Signature: _____

Date: _____

By signing this contract, you are stating that you have read and understand the policies above. These policies are for each family and the family member signing this contract is responsible for notifying all family members about these policies