



Policies Agreement

CHILD NAME: _____

CHILD NAME: _____

CHILD NAME: _____

CHILD NAME: _____

Your child/children will attend Tiny Toes Learning Center starting _____

You are requesting _____-time care.

THE TUITION RATES ARE:

* Registration Fee

\$25.00

(\$10.00 per sibling)

INFANTS

\$150

weekly

TODDLERS

\$140

weekly

PREK

\$125

weekly

**SCHOOL
AGE**

\$90

weekly

PLAYING MUSIC AND MOVEMENT
VISUAL ARTS MONTESSORI WORKS
GROSS AND FINE MOTOR ACTIVITIES
LANGUAGE/LITERATURE
INDOOR AND OUTDOOR PLAY

A. ENROLLMENT

Initials

The following rules pertain to Tiny Toes Learning Center business policies. These policies are non-negotiable and are legally binding. Please initial next to each policy and sign and date at the bottom.

- 01** All forms must be filled out completely and returned to Tiny Toes administration before beginning childcare.
- 02** The client understands that medication logs must be filled out completely before any medication can be administered.
- 03** Parents/ Guardian agrees to submit a current health assessment form with immunization record completed by the doctor, and current medical insurance card.
- 04** A two-week (10 day) written notice must be given if the parent/guardian decides to terminate care.
- 05** Tiny Toes Learning Center is responsible for informing parents of any accidents while your child is in our care. You will receive a completed incident report which will be placed in your child's file.

B. PAYMENTS

- 01** All weekly fees must be paid no later than the end of business day on Mondays. If payment is not received by the end of the business day on Mondays, there will be a \$20.00 late fee added.
- 02** All fees are processed through Tuition Express®. NO CASH payments will be accepted. Receipts will be given.
- 03** Payments are still required whether your child comes to school or not. (Holidays do not affect the week)
- 04** All co-payments need to be current for your child to attend child care for that week.

C. HOURS/DAYS

- 01** Your child receives up to ____ hours of care per day. If your child needs over ____ hours of care a day, there will be a charge of \$5.00 per hour. This is subject to change at any time.
- 02** Tiny Toes Learning Center will be closed on the following holidays. Holiday closures do not affect tuition. Please also see the Holiday closing list for more details.
- 03** Tiny Toes Learning Center will be closed for one (1) week each year. Parents are responsible for making alternative child care for their child.

New Year's Day

Independence Day

Black Friday

Martin Luther King

Labor Day

Christmas Eve

Good Friday

Columbus Day

Christmas Day

Easter Sunday

Veteran's Day

New Year's Eve

Memorial Day

Thanksgiving Day

D. ILLNESS

- 01** Parents must notify Tiny Toes Learning Center if your child will be absent due to an illness.
- 02** If your child has any of the following fever, diarrhea, nausea or any other contagious symptoms they will not be allowed to come to school until he/she is symptom free for at least 24 hours. Please see Sick Policy for more details.
- 03** Medications can be given if it is in the original container, labeled with the child's name and a medication log is completed.

E. CLOTHING & SUPPLIES

- 01 Children's belongings must have their name written on it. Tiny Toes Learning Center is not responsible for lost or stolen items.
- 02 All children including school-age children must have, weather appropriate, change of clothes
- 03 All children must have a blanket and small pillow to use during naptime.
- 04 The following items are needed for your infants and toddlers:
 - Diapers/ Pullups
 - Wipes
 - Spare Clothing
 - Special Foods

D. DISCIPLINE PROCEDURES

- 01 At Tiny Toes we use, Redirection is always used to ensure children are having a positive experience at Tiny Toes. In any event that redirection is not working your child may be placed in "time-out". Please be advised this is used as a last resort.
- 02 If your child has behavioral concerns, we will notify you. We will set a meeting to discuss all concerns and create a plan to resolve constant disruptive unacceptable behavior.

Parent's Signature _____

Date _____

Parent's Signature _____

Date _____

Parent's Signature _____

Date _____



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