



Milestones

School of Achievement

Milestones School of Achievement has certain policies that we would like for you to be aware of. These are policies that are not found in your parent handbook. All policies are subject to management's discretion.

- All tuition payments are due on **Monday** for the upcoming week for weekly accounts and on the **first day of the month** for monthly accounts.
- There is a \$20.00 late fee for any payments received after 6:30 p.m. on Monday. If payment is not made by Friday, your child may not return and the spot may be lost.
- If your child is picked up after 6:30p.m., the late fee is \$1.00 per minute with a **\$10.00 minimum**, our clock.
- Vacation Policy: Each child gets 2 weeks per year at 1/2 price. Vacation weeks can only be taken if your child is present **zero** days. Accounts must be current to receive credits.
- If your child is present one to five days, you pay the full tuition price.
- There is a \$35.00 charge for all checks returned **for any reason**.
- We require a **two-week notice** to withdraw your child. If you pull your child out for any reason, you will be responsible for two weeks of tuition.
- **If you leave the center with a balance on your account, your credit card will be charged with the outstanding balance. Please provide us with your card information below. (Required)**

VISA / MASTERCARD

Name on Card/# _____

Expiration Date _____

- Any account with a balance after a child is no longer enrolled is subject to a monthly late payment fee of 1.5% of the outstanding balance. This fee will be added to the account on the last day of the month. Delinquent accounts (over 30 days late) will be referred to a collection agency. Delinquent accounts are responsible for all costs incurred in the collection process including the 35% Milestones School of Achievement is charged to handle your account.
- We are closed for the following holidays: New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving (Thursday), Good Friday, Christmas Eve and Day.
- Parents/Guardians in all custody situations must provide court documentation that **specifically** states the custody arrangements and who can and cannot pick the child up from Milestones School of Achievement. We reserve the right to ask that only the parents pick up the child in certain custody situations.
- Only persons who sign the enrollment application are allowed to make changes on the application.
- Only persons signing the enrollment application and those listed on the "pick-up list" will be allowed to pick up your child.
- All children must be physically brought into the center and taken to his or her class daily. We ask that you hold your child's hand coming into and leaving the center to avoid accidents. Persons responsible for the child must sign them in and out daily. They assume responsibility of the child until drop-off in the classroom and once the child is taken out of the classroom at pick-up.
- Transportation is provided to and from school and on planned field trips with parental permission. A separate form and signature are required for this service. A school transportation form can be signed once for each school year. A field trip form must be signed before each trip. By signing this form, you give us permission to transport your child in case of an emergency.

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- If your child becomes ill while under our care, or suffers an accident, we will contact the parent immediately, and then 911, if necessary. Please keep us informed of any changes in phone numbers so that we may contact you in case of an emergency.
- School-Age parents must call by 1:00p.m. If your child will not be riding our bus. A **\$10.00** fee will be charged to your account if you do not call on time. Bus riders must also call if your child is going to be absent so we can make sure your child did not miss the bus.
- Children riding our buses may be suspended from riding them for inappropriate behavior on the bus..
- No gum or toys are allowed in the center. Toys may only be brought into the center for “Show and Tell” days.
- **No food** is to be brought into the center or the classrooms. All pop tarts, bagels, juice, etc. must be disposed of before coming into the center.
- Special diets must be approved by the director and must be accompanied by a doctor’s note. Our center offers a vegetarian option and soy milk & organic milk.
- All bottles brought into the Infant room must be labeled with the child’s full name and the date. They must be fully prepared and ready to feed. We warm bottles in a bottle warmer.
- All children must be on table food and using a sippy cup to be in the Toddler classroom. No bottles are allowed in this room.
- All children must be potty trained to be in JrPreK classrooms. Diapers and Pull-ups are not allowed.
- Children using diapers and pull-ups must keep a supply here at school. If your child runs out, you will be called to bring more in. We also ask that you keep a few changes of clothes here in case of accidents. If your child runs out of clothes, you will be called to bring more in.
- Pacifiers are only allowed in the infant and toddler rooms. We do not allow pacifier clips because they are a choking hazard.
- All children ages 1-5 years have scheduled nap times. They are required to stay quiet and remain on their mats throughout that scheduled time. No books, toys, etc., are allowed during that time.
- Occasionally, we receive requests from newspapers and television to run stories on our program. Sometimes, pictures are taken and cameras take live shots of the children. We will let you know if your child’s class may be on TV or in the newspaper so you can watch for it. We also post pictures and videos on social media (Facebook, Instagram, & Twitter). By signing this form, you give us permission to do this.
- At times, children may be taken outside the fenced area of the center to see a fire truck or police car in the parking lot, or to ride in the “Bye-Bye Buggy” (infant and toddlers), etc. By signing this form, you grant permission for your child to do so.
- If your child receives **three** Oh-No Reports in one day for inappropriate behavior, you will be called to come and pick-up your child. **This includes biting**. If this becomes a routine, a conference will be scheduled with the director and a two-week to one-month notice will be given to see improvement. If after that time a drastic improvement is not seen, you will be given a two-week notice to find alternate care for your child. This can vary depending on the severity of the problem.
- **We reserve the right to withdraw your child if he/she does not adjust to our program.**

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