



Operations Policy

Payments are due on Mondays for the week of service to follow

Days and Hours of Operation

The center is open Monday through Friday 6:30 a.m. – 8:30 a.m. and 2:50 p.m. - 6:00 p.m. during the school year. Holiday closings follow the Ledyard Public Schools Calender. Tuition is due weekly regardless of any absence, including sick days.

Admission

Our program serves children 3 to 12 years.

Attendance

Parents are requested to call before 9:00 a.m. on the days their child will not attend or will be late. ***Tuition is not reduced by absenteeism*** unless the family chooses to use one of their sick or vacation days.

Vacation

Children need vacations too. A once-a-year (July 1—June 30), one-week tuition will be allotted as a vacation. Payment for service will not be billed or collected when a written or verbal notification has been submitted at least two weeks in advance.

Sick Time

Children do get sick even with preventative measures. We at Ledyard Learners offer parents to use a once-a-year (July 1 to June 30), one week tuition to be allotted as sick time. Vacation and sick time cannot be carried over to following year.

Two parent accounts

We are willing to set up separate accounts for those circumstances where two parents share tuition payment responsibilities. When children have accounts split between parents, it is Little Learners policy to only release information about either parent's account to the other parent when the account is past due. Both parents are responsible for the full tuition.

Security Deposit

Children may be enrolled as much as 30 days in advance with an assigned space by a security deposit plus one-week childcare. The security deposit will **NOT** be refunded if enrollment is cancelled.



Late Payment

If payment is not rendered within five days and **Ledyard Learners** is unsuccessful in obtaining payment, the balance will begin to accrue at a 15% interest rate. At this time your child's active enrollment status will be in jeopardy.

Collection Fees

Under the terms of the **Ledyard Learners School Age Program** contract, signed by the parent during enrollment, parents are bound to be financially accountable for all legal and collection fees incurred by **Ledyard Learners**.

Insufficient Funds

A penalty of \$25.00 will be assessed for checks returned for insufficient funds. In the event of a second returned check, services will be suspended; pending either a cash or money order payment for six months in advance, or **Ledyard Learners** may choose to terminate service.

Each child entering the center must have an updated physical form, signed and dated by his/her pediatrician, including current immunization documentation. Children who are not school age, must have their physicals updated yearly. Children who are school age, are required to have a physical upon entering Kindergarten and then as required by the school district for which that child attends and acceptable to the local education authority.

Agreements with Parents

Please call and let a staff know if your child is going to be absent for any reason.

An adult must accompany your child to and from his/her classroom and sign them in and out each day. Any changes in address, phone number, employment, etc. must be given to the Director in writing.

In case of inclement weather, please see weather policy.

Meals and Snacks

The program will provide morning and afternoon snack including 100% fruit juice and water. Snack menus are posted on the family information board monthly.

Provisional Enrollment

We do not have a provisional enrollment period at Ledyard Learners.



Family Involvement/Access to Program and Facility

Our center has an open door policy. Parents and guardians are encouraged to visit their children whenever possible. The center also plans periodic educational and fun field trips. Volunteers are more than welcome.

Withdrawal/Expulsion of Children

The provider reserves the right to terminate any child or family from the program who does not abide by the policies set forth in this handbook. Examples or reasons provider may terminate care include (but not be limited to):

1. Failure of parent to pay.
2. Failure to complete required forms.
3. Failure to pick up on time.
4. Lack of parental cooperation or communication.
5. Failure of child to adjust to day care after a reasonable amount of time.
6. The provider's inability to meet the child's needs.
7. Breach of contractual agreement.

Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for **Ledyard Learners** to resort to legal action to collect fees, the parent(s) will be responsible for legal fees incurred.

It is the parent's responsibility to submit a written notice two weeks prior to their child's withdrawal from **Ledyard Learners**. If notice is not given, the security deposit will be used.

Medication Policies *See full medication policy for details