



# Policies and Procedures

## **ENROLLMENT**

**Tuition** Tuition is calculated at \$65/day per child for full-day (5 hours or more) or \$10/hour per child for partial-day (4 hours or less) based on 42 weeks in the school year calendar. Your contract will state your tuition rate.

**Payment Schedule** To secure your child's spot, a non-refundable deposit (equivalent to one week's tuition) is due once your child has been accepted into the program. Tuition will be paid weekly, monthly or in 4 installments. Your contract will state your payment schedule.

**Absences** No tuition credit is given for absences.

**Children's Records** You are required to submit a completed enrollment form, immunization form, and contract before your child enters the program. These records must be updated annually.

## **DROP-OFF/PICK-UP**

**Hours of operation** The playschool is open from 8:00 am - 4:00 pm Monday through Friday. Extended hours are available on request, and will be specified in your contract.

**Early drop-off** Occasional early drop-off must be requested in advance. There is no associated fee.

**Late pick-up** There is no fee for occasional late pickup. Chronic lateness may be grounds for termination of the contract.

**Pick-up Authorization** Only the person(s) indicated on the enrollment form are authorized to pick up a child from the playschool. Any person other than parent/guardian must provide a photo I.D.

## **HOLIDAYS/VACATIONS/SNOW DAYS**

**Holidays** The holiday schedule coincides with the Westwood Public School calendar. Holidays are paid days off.

**Vacations** The vacation schedule coincides with the Westwood Public School calendar. School vacation weeks are paid days off. Payment is due with the prior week's payment.

**Snow Days** If Westwood Public Schools are closed due to inclement weather, playschool will be closed as well. Check news media for school closings. Snow days are paid days off.

## **SNACKS/LUNCH**

**Snacks** Healthy snacks, including fresh fruit, cereal and crackers will be provided daily. We can accommodate allergies or food restrictions. Children will be offered water and milk to drink throughout the day.

**Lunch** Due to food preferences, allergies and dietary restrictions, children will bring lunch from home each day. Refrigeration is available.

## **BEHAVIOR MANAGEMENT**

Playschool rules are designed for the safety of all children. We set clear and simple limits. We encourage children to work on conflict-resolution verbally. We praise and model appropriate behavior. We divert or distract inappropriate behavior. We remove a child when safety is an issue, and quietly discuss what they must do in order to return to the activity.

## **WITHDRAWAL POLICY**

If you choose to withdraw your child from the program, you must provide written notice at least two weeks in advance.

## **GENERAL HEALTH CARE**

**Fever** A child with a temperature of 101°F will be sent home, and may not return until fever free for 24 hours.

**Diarrhea/Vomiting** A child with these symptoms will be sent home, and may not return until symptom free for 24 hours.

**Antibiotics** If antibiotics have been prescribed by a pediatrician, the child must have taken the required dosage for 24 hours prior to returning to the playschool.

**Administration of Medicine** Over-the-counter and prescribed medication can be given to a child; parental instructions and a doctor's note are required.

## **EMERGENCY HEALTH CARE**

**First Aid/CPR** In case of an emergency, Alexandra Trudo is certified to administer the appropriate first-responder care.

**Hospitalization** If a child must be transported to the local hospital, emergency personnel will be contacted, and the child will be transported via ambulance.

**Contacting Parents** We will attempt to contact the parent(s) and back-up contacts in accordance with the information provided on the enrollment form.

**Emergency Back-up** If Alexandra Trudo or a child requires emergency treatment, Tamara Burke (80 French Street) is authorized as an emergency back-up contact.

## **EVACUATION BACK-UP LOCATION**

In the unlikely event that Short Street must be evacuated, children will be transported to the Westwood Public Library Children's Room, and may be picked up from there.

## **FIRE DRILLS**

We will practice fire drills monthly, in accordance with Massachusetts Department of Early Education and Care guidelines.

## **NON-DISCRIMINATORY STATEMENT**

a2z playschool will not discriminate on the basis of race, religion, gender, cultural heritage, political belief, marital status, sexual orientation or national origin.

## **REPORTING OF CHILD ABUSE AND NEGLECT**

Alexandra Trudo is obligated by the state of Massachusetts to report all cases of abuse and suspected abuse incidents.

## **MEDIA RELEASE FORM**

There is an optional media release form. If you wish to sign this you will authorize photos of your child to appear in the brochure, on the website and/or in local news publication for marketing purposes of a2z playschool.