

Spring Hill Academy Preschool Policies

We are grateful for your decision to enroll your child in Spring Hill Academy Preschool. We desire to make your time with us a beneficial one for both your child and you. With that in mind the following policies seek to insure that we will have a good relationship with you and your child:

ABSENTEEISM: Student tuition will be charged for all absences less than one week. All absences over one week (for sickness, vacation or any other reason) will be charged at the rate of \$99.00 per week.

ADMISSIONS: Spring Hill Academy admits students of any race, color, sex, national, and ethnic origin to all the rights, privileges, programs, and activities generally available to students at the school. The school does not discriminate on the basis of race, color, sex, national, and ethnic origin in administration of its educational policies or its admission policies.

ARBITRATION: Spring Hill Academy Preschool is a Christian School and as such abides by the principles of and steps for reconciliation outlined in Matthew 18:15-20. All disagreements are to be brought to the school Director. Spring Hill Academy Preschool reserves the right to contact the Institute For Christian Conciliation (aka., Peacemakers) for binding arbitration. All parties in any dispute will be bound by the decision of the I.C.C.

CURRICULUM FEES: The curriculum fee is \$95.00 *per school year* for books, workbooks, papers, etc. Any additional book fees will be assessed as made necessary by the child's progress.

DISCIPLINE: Our main method of discipline is to get your child so excited about learning that problems are few. We do this by moving quickly from one activity to the next. Since we recognize that many discipline problems are caused simply because the child needs more personal attention, we lavish the children who are listening to the teacher with the attention they seek. We use a highly original reward and praise system. If the problem is not solved by the above methods (most are), we will give your child a time-out period to calm down. Our final method to solve problems is to call a conference with you, the parents.

Spring Hill Academy Preschool strictly forbids its staff and teachers from using corporal punishment in any form. If you believe one of our faculty has broken this rule, tell us and we will investigate it thoroughly. Staff that violate this policy can face dismissal. Please tell us of any unlawful discipline first and in private. The Bible reads "...if any brother shall trespass against thee, go and tell him his fault between thee and him alone..." (Matt. 18:15)

DISMISSAL: We reserve the right to dismiss a child at any time after a continued effort to search the reason why the child is too unruly (i.e., disrupts the class, undesirable language, physical abuse of self, teacher, or other children, etc.), or if the child or parent is not satisfied with our school.

DRESS CODE: There is no formal dress code for children in the preschool. However we would prefer that they dress appropriately to play outside depending upon the weather, such as a jacket or sweater with long pants for chilly days or short-sleeved top with shorts for hot days. Shoes appropriate for playing & climbing outside would be helpful. It is recommended that girls who wear skirts or dresses also wear shorts underneath for modesty.

HEALTH RECORDS: It is *mandatory* by state law to have on file in the school office an updated shot record and a copy of the child's birth certificate before they may attend classes. These records are checked periodically by licensing and accrediting agency inspectors. It will be necessary to dismiss a child who does not have the above records on file until such time as their file is up to date.

HOLIDAYS: Holidays during the year were taken into consideration at the time prices were established. No deduction or discount may be taken for holiday absences. There will be no adjustments made in the case of closure because of a tornado, hurricane or other acts of God. We will normally follow the same operating procedures as the local, Williamson County Public School system under those circumstances.

Spring Hill Academy Preschool closes in observance of the following state & national holidays:

- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas (2 days)
- New Year

ILLNESS: We have to consider all the children in our school, and we wish to make sure that they are all protected from illness. Therefore, if your child becomes sick at school, we will inform you immediately. Please make sure that the phone numbers we have on file are current. We want to notify you as soon as possible if your child is not feeling well. Also we ask you to please not bring your child to school if there has been any of the following: vomiting, diarrhea, a fever within the last 24 hours or symptoms of a contagious disease. Do not give any medication (this includes cough syrup, cough drops or Tylenol, etc.) to your child for self-medication. Our staff does not administer medications to children.

LATE TUITION FEES: Tuition payments are due every Friday, but can be paid as late as Monday morning (9am) without a late fee. A late fee of \$25.00 will be charged if the tuition is paid after 9am Monday, without making prior arrangements.

LATE PICKUP FEES: After closing time (6pm), a late pick-up fee will be charged: The late fee is \$10.00 *per child for every 5 minutes or portion thereof*, which is a reasonable fee considering that the entire school must stay open for you.

LUNCHES/SNACKS Morning snack, lunch, and an afternoon snack are to be provided by the parent or guardian. Please make sure they have healthy snacks (non-sugary) for their morning snack. You know your child's food likes and dislikes. We can only encourage your child to what is packed in their lunchbox.

LUNCH PROGRAM Parents may purchase snacks, lunches, and drinks as individual items or for the day. The cost for all your child's snack, drinks, and lunch for one day is five dollars (\$5).

PARENT CONFERENCES: We send home all of the learning materials of the students on a daily basis. Also, we are available daily to discuss problems or concerns so that individual parent conferences are usually not necessary. If, however, you would like to meet with us, do not hesitate to ask for an appointment.

PART-TIME ENROLLMENT (3 Day Minimum): Inquire in the office about availability.

SUMMER: Summer is not only spent in fun and play, using special theme weeks, like Outer Space, Carnival, Western, Sports Week, etc., but we also combine all this fun with some review work to help the students remember what they have learned throughout the school year and to help the new students learn to read and count.

SUPPLIES: Parents will need to provide the following supplies for their children upon enrollment:

1. A rest mat made of vinyl that can be easily sanitized. It is the parent's responsibility to care for this mat. If a mat is torn, it should be replaced. The TN Department of Education requires the mat to be at least two inches thick and that a sheet (crib sheets work wonderfully) and a blanket be used at Nap Time. Please wash these weekly.
2. A change of clothing in a plastic bag labeled with the child's name. Parents need to replace the clothing if it has been used or is too small for the child. Please be sure to swap out the clothes as the seasons change.
3. A backpack to hold all your child's items: sheet, blanket, change of clothes, etc.
4. Lunch Box containing food, snacks and drinks for the entire day.

TEACHER TRAINING: Spring Hill Academy Preschool conducts background screenings on every member of its staff as required by state law. This includes fingerprinting, background checks, reference checks, etc. Our teachers also complete CPR and first aid courses as well as required continuing education classes throughout the year.

TUITION: The first week's tuition must be paid in advance before admission. All other tuition is due in advance of the week being paid for. You may pay by cash, check, or money order. **A \$25.00 late fee will be charged to all who do not make their full tuition payment by the following Monday morning at 9am** (unless previous arrangements have been made with the Director). If a payment is not received, and no other arrangements have been made by the next Friday morning, the child cannot attend school thereafter until all payment is made. If a payment is made for any amount less than the payment required, a \$25.00 partial payment fee will be charged. You will be charged the weekly fee even though your child was absent, because the seat must be reserved for his return. No deduction can be made for the few holiday absences when our school is closed. All checks must have your name, address, & phone number on them. We cannot accept blank checks for a new account. If your check bounces, a \$45.00 NSF fee will be charged to your account. After a second NSF check all payments will be required to be made in cash.

If a coupon or discount from advertising is used for tuition, it is limited to new full-time students. If a customer is late making the weekly tuition payment or bounces a check during the discount period, the discount is rescinded and full payment will be required for that week and each following week, along with any bank charges for NSF checks.

VACATION RATE TUITION: For two weeks a year parents are allowed to pay a reduced rate of tuition. The "Vacation Rate" for those two weeks is (\$99) ninety-nine dollars per week. These weeks may be used for illness or family vacation but is limited to two weeks during the calendar year and cannot be carried over from year to year.

WAITING LIST: In the event there are no openings at the time of application, you may put your child's name on our waiting list simply by paying the application fee (\$75), the curriculum fee (\$95), the first week's tuition (\$145) in advance and fill out an application form. The tuition and curriculum will be refunded to you if an opening does not occur within the time frame needed.

WITHDRAWALS: A child may be withdrawn with a one-week notice (oral or written) to the office. If notice is not received in advance, charges for that week will be assessed. Your balance must be fully paid.

If you have any questions please feel free to contact us at your convenience! Welcome to Spring Hill Academy Preschool!