

- Your weekly fee will be established when you submit required information to the Director. Our tuition is on a sliding scale and is based on your family size and gross annual income. Each family requesting a subsidized space must submit a copy of the child's birth certificate, the Social Security cards for each member of the family, and a copy of the most recent Federal Income Tax Form 1040 as submitted to the IRS. In addition, all that apply to your family:
 1. One month's payroll stubs for each parent/guardian living with the child
 2. Written documentation proving AFDC benefits, Unemployment benefits, or Social Security benefits.
 3. Child Support (court order)
 4. Any other income received by your family.
- Fees are payable every Monday for that week of service.
- We are funded by attendance. No absences will be accepted other than illness, unless discussed with the Director. Poor attendance will result in termination of our services to your family.
- Your child will have breakfast, morning and afternoon snack, as well as a full lunch. No food is to be brought from home, unless it is for a special diet.
- Nap time is from 12:30 to 2:30. Your child may bring a special cuddly toy for this time. No other toys may be brought from home, unless it is your child's assigned show and tell day.
- Your child must be escorted in and out of our building by an adult assigned by you, and be signed in and out each day.
- You must notify us if there is a change in the usual persons picking up your child. We will not allow a child to leave with someone you have not authorized.
- In case of bad weather, we will announce all closings and delayed openings on WDHA - 105.5 FM and WMTR 1250 AM.
- We will advise you in advance of all Holiday Closings.
- Be sure we always have your correct address and work/home phone numbers. Check with us often to see how your child is progressing. Parent/Teacher conferences are scheduled twice per year. You may request one at any time.
- Please read all notices sent home.
- The admission of any child is on a trial basis.