



INITIALS

5743 N. Huntington Drive • Los Angeles, CA 90032 • (323) 222-6040

POLICIES & REGULATIONS

- 1. Admission and acceptance is based on readiness determined by the preschool without regard to color, race, or religion
- 2. A \$50.00 registration fee is required to confirm a child’s enrollment in our program. Registration fees are non-refundable.
- 3. Parents are permitted access at any time their child is in attendance at the center. Parents must make an appointment to observe their child in the classroom.
- 4. In some cases a child may need to be tested by the staff for placement in the school or in a particular class.
- 5. It is understood that the school reserves the right to dismiss a child should it find the child is unable to follow the policies of the school.
- 6. The school requires one week advance notice of withdrawal in writing. If you fail to give the written notice, you will be charged for one weeks tuition.

TUITION POLICY

Tuition is due bi-weekly on the first day of tuition week. Tuition must be paid in full with no deductions for absence due to illness or holidays. Two weeks of vacation is allowed during the school year, which is September 1st through June 30th. Please notify the school in advance if your child is going to be on vacation. Half the tuition is due for the vacation time. There is no charge for vacation time during July and August.

A PENALTY OF \$2.00 PER DAY WILL BE CHARGED FOR EACH DAY TUITION FEE IS DELAYED AFTER THE FIRST DAY OF THE WEEK.

If the tuition plus late fees have not been paid up to date by the Friday morning following the due date, then your child will not be admitted to school on that date (Friday) and furthermore until all dues are paid within two weeks or a re-registration fee will be enforced.

There will be a \$25.00 service charge for any check returned by the bank for insufficient funds.

SIGN IN / UPDATE POLICY

A full signature is required of the person who brings the child to the school and who picks up the child. When the signature is missing or incomplete, the licensing agency will charge the parent or responsible party a penalty of \$50.

It is absolutely essential for every parent to update their child’s Emergency and Identification information including phone numbers and emergency numbers.

We have been instructed by the State Licensing Department to inform you that in case we are not able to contact you or the persons listed on your child's record during an emergency; then we are required to contact the Police or the Department of Social Service, who will then take charge of the child. In addition, on regular school days, if any child is not picked up by 7:00 p.m.(one hour after school closing time), same rule applies.

Children must arrive to school by 10:00am, NO EXCEPTIONS.

While a class is in session, the teachers' attention is vital for the supervision of the children. Please DO NOT disturb the teachers unless it is urgent. If it is absolutely necessary, please make it brief.

LATE CHARGE

The school closes promptly at 6:00 p.m. A payment of \$5.00 per ten minutes will be expected upon arrival of any parent after 6:00 p.m., determined by the school clock. Late charges are due and payable at the time of the late pick-up.

FOOD SERVICE

Breakfast will be served between 7:00 a.m. to 8:00 a.m. only. NO EXCEPTIONS.

ILLNESS

The school is not licensed to care for sick children.

DO NOT send your child to school if he/she has a fever or chills, nausea or vomiting, congested cough, strep throat, or enlarged glands, watery or inflamed eyes, diarrhea, earache, acute skin rash, or sore or swollen joints. **Your child may return to school after being fever free for twenty-four (24) hours.** We also require that you pick-up your child as soon as possible in the event he/she becomes ill at school.

Please notify the Director if your child has contracted a communicable disease. A physician's notice is required when your child returns to school.

Please inform the preschool if your child has any signs of infections such as ringworm, scabies, rashes, pinkeye, chicken pox, measles, fungus, etc. In the event that we find any infectious symptoms on your child, we are required to isolate the child and we will notify you to pick up the child immediately.

In the event of an emergency illness, the center has your permission to administer as it sees fit for the child's best interest. In the event of illness while the child is in attendance, medical expenses are the responsibility of the parent.

Authorization forms have to be requested and signed when you bring any medication for your child.

CHANGE OF CLOTHING

We request that there should be a change of clothes for your child at all times in case of an accident. If your child has an accident and has no clothes available, we will contact you at your employment and request that you bring clothes for your child immediately. Once your child has used the change of clothing stored at the school – please replace them the following day.

SCHOOL TOYS

If your child brings home a toy or other object that belongs to the school, we at Tinker Tots would appreciate it very much if you return them to the school promptly.

SHARING TOYS

Sharing day is only on Fridays (when posted) and limited to one (1) toy per child. Please do not allow your child to bring toys to school on any other day except sharing days. No sharp objects (knives, swords, etc.) or play weapons (pretend guns, etc.) will be allowed at school, no exceptions.

SHOES

State licensing regulation, children will not be allowed to wear OPEN-TOE SHOES, no exceptions. Slip on sandals, fancy shoes and all other shoes that may cause your child to fall will be prohibited on school campus. If the child comes to school with inappropriate shoes, they will be sent home to change.

THANK YOU FOR YOUR COOPERATION

I have read and agree with the policies of the preschool and have been given the policy pamphlet for my information.

Child's Name

Parent/Guardian Signature



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CHILD'S NAME _____

CHECK LIST

- Policy
- Identification and Emergency
- Child's Health History
- Physician's Report
- Copy of Immunization Records
- Personal Rights
- Parents Right
- Addendum to Parents Rights
- Consent Form
- Tuition Policy
- Termination Policy
- Parent Talent Sheet

THINGS TO BE BROUGHT IN

- Change of Clothes
- Crib Sheet
- Blanket
- Picture for the Jacket Hook
- Diapers/Wipes if applicable



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PARENT'S RESOURCE SHEET

PLEASE PRINT:

Child's Name: _____ Home Phone: _____

Address: _____

Father's Name: _____ Mother's Name: _____

Occupation: _____ Occupation: _____

Employed by: _____ Employed by: _____

Work Address: _____ Work Address: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Hobbies: _____ Hobbies: _____

I/We would be willing to share my/our talents to help the preschool in the following areas:

Place (M) for Mother and (F) for Father

____ Carpentry

____ Sewing

____ Organization

____ Office Help

____ Fund Raising

____ Baked Goods

____ Parent Education

____ Classroom Help

____ Make Copies

____ Help for Special Programs

____ Outdoor Work Party

____ Substitute Teacher

____ Artistic Ability

____ Musical Ability

____ Plumber

____ Painter

Please list any other capabilities you would like to participate in: _____

Thank you