

Bright Beginnings  
PRESCHOOL AND DAYCARE CENTER LLC

Operating Policies

- 1). A registration fee of \$75.00 is required to accompany completed enrollment forms. This fee is non-refundable.
- 2). Tuition may be paid by check, money order, in person, on-line or by mail by the 1<sup>st</sup> of the every month. There will be a \$30.00 charge for returned checks. A late fee of \$75.00 per child will be charged if tuition is not paid by the 7<sup>th</sup> of the month. If your tuition balance falls after the 10<sup>th</sup> day, your child will be placed on the DNA list (**Do Not Admit**) and will not be able to attend school until tuition is paid in full.
- 3). **NO tuition refunds, allowances, or make-up days will be granted for any absence, including vacation. You may not substitute any days for days that your child is absent or when the center is closed for holidays, vacation or inclement weather.**
- 4). A medical examination is required for enrollment. Please have your doctor complete a health form before your child begins the program.
- 5). We reserve the right to refuse admission to any child that appears to be ill for any reason on any operating day. Please refer to our sickness policy.
- 6). All medications, antihistamines or allergy medications and cough suppressants will be administered by the staff only when instructed by the parents and only when the medication form is filled out completely. No fever medication will be administered; children may not attend school with a fever. Please refer to our sickness policy. There is a \$5.00 per treatment fee for all nebulizer treatments.
- 7). Parents are to provide lunch and anything that the child needs to eat lunch, including a disposable fork, spoon, napkins, ect . A drink must also be provided or the child may drink water. All lunches must be brought in a clearly marked container. Bright Beginnings will provide a morning and afternoon snack. Please inform us in writing of any allergies your child may have to any foods or drinks.
- 8). Parents must provide their cot sheet and cot blanket for naptime. All items must be labeled!
- 9). Please provide a change of weather appropriate clothes in a labeled plastic bag for emergency use. You child must have changing clothes in his/her cubby in case of an emergency. We would appreciate 2 items of each. If you child does not have changing clothes, your child must be picked up.
- 10). Bright Beginnings reserves the right to terminate any enrollment if the child or parent becomes a discipline problem. The staff will try to work out any problems with a child or parent, if the problem persists over 30 days, the child will be asked to leave. No tuition monies will be refunded.
- 11). If you are participating in any child care subsidized programs, you are ultimately responsible for any and all fees incurred. (e.g Work First, NJ Cares for Kids, or Child Care Connection). As many of these subsidized programs tend to take awhile for initial payment, Bright Beginnings will require any payment in excess of \$500 to be brought current by the participating families until the initial subsidized payments are made. A refund check will be issued to the family at this time-or you may use the payment as a credit towards future tuition.
- 12). If your child creates damage to either our building or it's content, exceeding \$25.00, you will be subsequently billed for the repairs.
- 13). Bright Beginnings reserves the right to not accept any child for any reason.