

PLEASE SAVE THIS INFORMATION FOR FUTURE REFERENCE. ST. PAUL'S CDC PROVIDES AN OPEN ENROLLMENT OF CHILDREN FROM ALL RACIAL, ETHNIC AND ECONOMIC BACKGROUNDS.

St. Paul's Child Development Center, Inc.
1475 Noble Avenue
Bridgeport 06610
203-384-6023

"Policies Concerning Registration and Tuition – 2012-2013

Registration

1. Parents register their child for the school year (September-June) or the Summer Session at St. Paul's Child Development Center (SPCDC) by indicating their selected schedule on the attached Registration Form.
2. The calendar for the 2012-2013 school year is as follows:
 - . School year includes Sept. 4, 2012 to June 14, 2013 (excluding vacation days October 8, Nov. 6 (teacher in service), Nov. 12, Nov. 22, 23, Dec. 24-Jan. 2, Jan. 21, Feb. 18, March 29, May 27)
 - . Summer session begins June 19, 2013 for 8 weeks (excluding vacation day July 4)
 - . The summer program options include a full time program, allowing for flexible Scheduling. Integrated into that program is a special themes week program. Parents may use these theme weeks as a summer camp for their child.
3. When selecting a child's pre-school year schedule, parents must observe the following guidelines:
 - . Minimum enrollment two days per week, 3 hours per day;
 - . Possible arrival times are 7:30-9:00 a.m., 12 Noon-1:30 p.m.;
 - . Possible departure times are 12 Noon, 1:00, 3-5 p.m.;
 - . Our morning program begins **promptly** at 9:15 a.m. **The door will be locked and no one will be admitted after this time.**
4. Upon receipt of a child's registration form, SPCDC will send parents a tuition statement indicating the total tuition and the monthly/weekly payments.
5. Parents pay tuition for their child based upon the schedule for which they have registered, according to the following rates:
 - . \$6.50/per hour;
 - . If a child attends school times beyond his/her regularly scheduled hours, OVERTIME POLICIES will apply. (See #13)
 - . 50% discount applies for one or more siblings attending during the SAME session.
 - . Summer Theme Weeks tuition is \$145/ per week with a \$50 Registration Fee. You may register for the Theme Weeks, OR the entire Summer Program. Either way your child will enjoy our special events.

6. Tuition may be paid monthly or weekly or tuition may be paid in full on the first day of school – a 5% discount applies for payment in full.
7. Parents are responsible for paying the **ENTIRE** session tuition, even if their child is not present for all of the scheduled days due to illness, vacation, withdrawal, non-payment, etc. **WE ARE HOLDING YOUR CHILD’S SPACE IN THE PROGRAM, SO THIS POLICY IS STRICTLY ENFORCED.** Parents need to make timely payments while awaiting *any* financial assistance.
8. A \$15.00/week penalty fee will be assessed for each week a payment is late. If you have a weekly payment plan, tuition is due on Monday morning when you arrive or the \$15/week penalty fee will apply. If tuition is more than two weeks overdue, your child will not be allowed to attend school until payment is received. Parents are responsible for all reasonable costs and expenses of collection of their overdue tuition, including, but not limited to, attorney’s fees incurred by SPCDC.
9. Tuition should be paid by check or money order (made payable to St. Paul’s Child Development Center or SPCDC). A \$20 penalty fee will be assessed for any check returned by the bank when presented for deposit.
10. No “make up” time is available for children who cannot attend on their scheduled days/times. Any time/days beyond the time/days on the Registration Form constitutes “OVERTIME” and the Overtime Policies apply. See Item #13.
11. No compensatory time is available for children who arrive late on a particular day (i.e., if a child is scheduled to attend Mondays from 9-12, but does not arrive until 9:30, departure at 12:30 is 1/2 hour overtime and the overtime policies apply).
12. A child’s schedule may be increased during the session on a space available basis. This space availability and change must be cleared by the SPCDC office, a new registration must be completed, and a new tuition agreement must be issued reflecting the change before a child may alter his/her schedule. Scheduled attendance may be decreased during the session with one month’s notice.
13. **Overtime Policy** –on a space available basis, special arrangements may be made for children to attend on day/times beyond their normal schedule. ADVANCE notice is required for this type of attendance. Payment for all overtime attendance must be made at the time of the overtime. Overtime will be at the applicable hourly rates of \$6.50/hour.

OVERTIME – Any parent whose child is picked up beyond the school’s 5:30 p.m. closing must pay the teacher present a **\$20 fee** for each 15 minutes **or portion** of 15 minutes they are late. This late fee applies to everyone (whether or not you are receiving any assistance, Care for Kids, or other financial support) **WE USE OUR CLOCK IN**

OUR MAIN ROOM TO CHECK THE CORRECT TIME. This fee is due immediately or the next day.

Tuition statements do not reflect charges for the days the CDC is closed for holidays; however, payments are computed and divided into equal monthly/weekly payments which mean that a shortened week or month will still have the same payment due.

14. In the event of inclement weather St. Paul's Child Development Center will have an announcement on WICC 600 AM radio. Also check ctweather.com for updates! Since no tuition credit is given for extreme weather conditions, we try to be open as much as possible. **You may call school at 6:30 a.m. for recorded message about closings/delays or go to WICC 600.com.**
15. A registration fee (along with Registration Form) will hold your child's space in the program. The registration fee is **non-refundable. School year session - \$50 (covers Sept.-June). If your child registers after Feb. 1, you will be charged the prorated amount of \$25. Summer session - \$50 (covers July-August).** This \$50 fee covers the whole summer and/or Theme Weeks and helps defray the cost of special events.

Attendance

16. Parents **MUST** sign their child in on the **Sign In Sheet** when they arrive, noting name, time of arrival and parent signature AND parents **MUST** sign out when your child leaves, noting departure time and parent signature. This procedure must be followed for children's safety in case of an emergency, such as a fire.
17. When a child will **not** be attending school, please call the school to notify us of the absence.

Parents are reminded of the SPCDC requirements regarding attendance. "Do not send your child back to school before the period of possible communicability for an illness has been completed; the school should be notified promptly if your child has a contagious disease so that other parents of children attending can be notified of exposure; children with coughs, sniffles, runny noses, sore throats, hoarseness or complaints of headache or stomach ache should remain at home".

If we send your child home with a fever, diaherra or vomiting, please do not send him/ her back to school for 24 hours.

We do not have extra staff available to stay inside with any child who may not be feeling well. If your child is not well enough to go outside, he/she may not be well enough to be at school.

Disenrollment

18. St. Paul's Child Development Center has a 30 day probationary period. This time frame is designed for both parents and the school to be able to assess and evaluate a child's adjustment to the program and the appropriateness of this program in meeting a child's individual needs. Either party may choose to terminate registration, without question, within these 30 days. **The registration fee is non-refundable.**

It is our policy to accept into our program age appropriate children with delayed developmental skills and ability. We will review each situation at the end of our probationary period and will decide if our program is benefiting the child involved.

Preschool is often a child's first experience in a group or school situation. On occasion the teaching staff may find it necessary to recommend a child for evaluation by a specialist, such as a speech therapist or audiologist. We make every effort to connect parents to the appropriate resource if these recommendations are needed.

Also a child may have needs that exceed the expertise of SPCDC staff. In this event the staff will make every effort to connect parents to appropriate community resources with suitable programs, and if in the staff's judgment that it is in the best interest of the child, disenrollment at SPCDC will be made. If a **parent** of a child is disruptive to the daily operation of the center, that child and parent will be required to leave the center and terminate the contract.

Children with severe behavioral problems (i.e., frequent biting, hitting, kicking) that are dangerous or abusive to other children and/or staff will be disenrolled if efforts to change and improve these behaviors are not successful.

SPCDC will help parents and children by providing access to our educational, social or medical consultants. We also will help locate community or consultant resources.

We hope that parents will provide open communication, concern and involvement in addressing behavioral concerns.

In any of the above cases, the Registration Fee is non-refundable.

Other Information

19. Open Door Policy – parents are welcome to visit/share in their child's day at any-time – no appointment necessary.
20. Parents should be prepared to provide the school with copies of birth certificates, adoption papers, custody agreements and/or any other appropriate documents upon request.
21. **Clothing Boxes** – please make sure your child has a box with a complete change of clothing in his/her cubby at all times. If your child uses his/her extra clothing, please replace it promptly. Also, please replace clothing as the seasons change. If your child does not have clothing to be changed in to, **we will have to call you** at home or work to come to change your child. Parents and teachers work together on toileting issues; however, we do expect children to be toilet trained when beginning preschool.
22. **Conferences** – teachers and parents are a team, so we welcome any sharing of

experiences or needs concerning your child. Parent/Teacher Conferences are scheduled during the Fall and Spring, (we also have a mid year evaluation) but parents are free to make an appointment at any time with a teacher to discuss their child's development, adjustment to the group situation, or any other aspect which concerns you.

23. During our summer program (and sometimes during the year) we enjoy supplementing our learning experiences with an occasional field trip. We appreciate parent volunteers as chaperones to make these trips possible.
24. We have a refrigerator to keep lunches/snacks cold, however, we have **no** means to cook or heat food. Please provide utensils, if necessary. We are a peanut butter, nut and junk food **free** school.
25. Parents will be given a **Parent Handbook** in which they are required to sign and return a "receipt" sheet for your child's file. This sheet also includes acknowledgement of our rules and policies, including but not limited to our Behavior Management Techniques/Discipline Policy.
26. **Security** - For the safety of your child, Saint Paul's CDC has an electronic security system that prohibits entry to anyone who does not have a coded key fob. Each family is assigned a key fob as part of their registration fee. There is a \$10.00 (non-refundable) charge for key fob(s) that are lost or not returned the last day of your child's enrollment. For the safety of all children, please do not allow anyone else to use your key fob. Doors to the Center do not recognize any code prior to 7:30 am or after 5:30 pm. If you arrive after 5:30 pm, you will need to use the entry buzzer to alert the staff person on duty to admit you to the Center.

1/26/2012 Revised