

PLC Preschool Policies

Enrollment: Children must be registered and fees paid before a child is considered enrolled. Enrollment is on a first come basis. When enrollment reaches capacity, a waiting list is formed and interested parties will be contacted when space becomes available.

Tuition: Tuition is \$230 per month, due the 1st of each month. A \$10 late fee will be added on the 10th of the month. Online payment options are available via [paypal.me/pipertonlearning](https://www.paypal.com/merchot/?xof=1&xof=1). If paying online, we kindly ask that you please add \$6.25 per child to cover the online processing fees.

Drop-Off and Pick-Up: Drop-off is 9:30 AM and Pick-up is 2:30 PM. Doors will be unlocked at 9:25 and then again at 2:25. Please let the teacher know, at drop off, if someone other than a parent is picking up your child, and a phone number of that person. Please inform all persons authorized to pick-up your child, they may be asked to show identification and they should have a yellow name tag. We will not take a child's word concerning this matter.

Immunization: A letter or record of immunization from your child's doctor is required for all children. Parents are required to update records as necessary.

Illness: Children showing signs of illness, such as fever of 100 degrees or more, coughing, dark runny nose, rashes, vomiting, loose stool, etc. should be kept at home until symptoms are no longer present. A child should be vomit free and fever free (without Tylenol/Advil) for 24 hours before returning. Should your child come down with a serious contagious disease, the Director must be notified immediately. Please see attached COVID-19 policies.

Medicine: We will not administer any medication to a child. If you have any special circumstances, please contact the Director.

Discipline: Teachers will do their best to redirect a child who is misbehaving. Should the behavior escalate and the need arise, parents will be notified.

Clothing: Always send an extra set of clothing for all age children in case of spills or accidents in a ziplock bag with child's name on the outside and include these items in a diaper bag or backpack. Always label your child's coat and other belongings, such as lunch boxes, backpacks, bottles, diaper bags etc. Flip flops should not be worn. Please do not send personal toys with your children.

Weather: We observe the same weather policy as Rossville/Fayette County Schools. If severe weather threatens, listen to your TV or radio announcements for school closures. We will also notify you by email and update our social media accounts. Be prepared to pick-up your child as soon as you are notified of such closing.

Lunches: Please pack only foods your child can handle easily. Make sure all needed utensils are packed in lunch boxes and send drinks in spill-proof containers. If thermos bottles are used, please ensure that it has a built in straw. Never send carbonated drinks in thermos bottles or the non-spill cups. We are a NUT FREE SCHOOL. Do not send any nut products. Please label everything you send with your child's name. Food must be ready to eat. We do not refrigerate or microwave food.

Snacks: Parents should send a healthy snack each day.

Parent/Teacher Conferences: Teachers welcome parents to schedule an appointment for a conference anytime.