

Creative Paths Learning Studio

School Policy

School Hours 7:00am – 6:00pm

In addition to the Rules and Regulations outlined in the Parent Handbook, the items below list Creative Paths Learning Studio's school policies. These policies exist to maintain communication and keep children, families, and the staff/school safe. You can help by cooperating fully with the following general policies. If there are any questions or concerns pertaining to these policies (or those in the Parent Handbook), please see Amber or Katie.

1. **At Registration:** Families are required to pay the following: Educational Materials Fee, first week of tuition, and a Security Deposit equal to one week of tuition.
2. **Fall Educational Materials Fee:** The \$50.00 Ed Fee is non-refundable, and is renewed annually. The Ed Fee is charged on the first day of the Fall Program (on/around September 1st) for current families, and at time of registration for new families. Ed Fee is NOT prorated based on a family's start date.
3. **The Security Deposit:** Paid at the time of entry into the program and is equal to one week of tuition. The security deposit will be held in your account until discontinuation, and then will be applied to the last scheduled week in the program.
4. **Tuition:** Charged each week a child is enrolled in the program, regardless of absence due to illness, vacation, or any other reason. Tuition is charged for all non-academic days and Holidays (see below for days closed).
5. **Tuition is due on Friday:** Paid in advance (the Friday BEFORE) the week of attendance. Any tuition not received by 8:30 a.m. Monday morning will be considered delinquent and is subject to an additional \$20.00 late fee charge. If tuition is delinquent for more than one week, your child will not be allowed to attend school until all accounts are paid in full.
6. **Our schools close promptly at 6:00 pm.** Parents arriving after the 6:00 pm closing time will be charged a late fee to reimburse caregivers for the inconvenience of working after closing. This money will be automatically applied to your following week's tuition. The late pickup rate is \$15 for every 15 minutes (or portion thereof). [EX: 6:01 PM-6:15 PM = \$15; 6:16 PM-6:30 PM = \$30; 6:31 PM-6:45 = \$45....]

If your child is not picked up by closing time, and we have not been notified, the following procedures will be implemented:
 1. Caregivers will provide a small snack.
 2. All parent numbers and emergency contact numbers will be called twice in an attempt to reach someone.
 3. If no one is reached by 7:00 P.M., the local authorities will be notified.
7. **Discontinuation:** Parents are required to give two full weeks written notice of discontinuation. This notice must be on/before the Friday before the 14 day notice. If notice is not given, full tuition will be charged for two full weeks from the last day attended. If discontinuing for more than six weeks, in order to re-enroll, an Ed. Fee will be charged.
8. **Holidays:** Our school is closed only on the following days during the year:
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Thanksgiving Day
 - The Friday after Thanksgiving
 - Winter Break: December 25th – January 1st
 - Summer Break: August (1 week, TBD)

We will close early on the Wednesday before Thanksgiving at 3:00 PM. The full tuition is charged for these weeks. Please note: Should the holiday occur on a Saturday, we will be closed on Friday. Should the holiday occur on a Sunday, we will be closed the following Monday. See school calendar for exact dates for the year.

9. **NSF Checks and/or Voided Payments:** Any returned payments will incur a \$25.00 charge. Future payments may be required to be paid in certified check or money orders.
10. **Outstanding Balances At Discontinuation:** Any balance on account that is not paid in full may be processed for collections. Should this occur, your account will be charged an additional minimum of \$25.00 or 50% of the outstanding balance (whichever is greater) as a collection fee.
11. **Credits/Refunds at Discontinuation:** Any account carrying a credit at time of discontinuation will be issued a refund check. Refunds will be available for pick up within six weeks, and must be signed for. Lost checks will incur a \$25.00 stop payment fee to be reissued.
12. **Records:** Any information from children's records will be issued for up to two years after discontinuation at no charge. If more than two years old, a \$100.00 fee will be charged, and payment must be received in order to receive child's records.
13. **Emergency Closings:** No refunds or credits will be issued if the school closes for any reason.

I agree that when my child(ren) _____ enters the program, I will abide by the aforementioned policies. I understand that I am liable only for each week's tuition as it becomes due, and it is my choice to discontinue my child at the end of any week with the proper advance written notice.

 PRINTED NAME

 SIGNATURE OF PARENT/GUARDIAN

 DATE

 DRIVER'S LICENSE #

 STATE