

Northwest Children's School

Handbook of Policies

Tuition Payments and Financial Obligations

Upon enrolling your child(ren) at NWCS, please be very certain you understand and agree to the following policies. You will be held fully responsible for them and will sign a contract with your application. This holds and guarantees your child's position in school.

1. REGISTRATION: There is a non-refundable yearly registration fee of \$40.00 due with your application. This guarantees your child's position in the class you have selected.

2. TUITION: School tuition is based on our entire school year and thus remains the same amount for each month, regardless of vacation days, your child's illness, teacher workshop days, holidays, or school closures due to snow. To make sure our tuition is kept as low as possible and still maintain the highest quality programs we run on an extremely tight budget; therefore, if your child is absent because of a family vacation or illness, the tuition cannot be reduced or refunded. Tuition payments are due in advance, the 1st of each month. Payments received after the 5th of the month will automatically be billed an additional \$25.00 late charge (unless previous arrangements have been made). There are 10 monthly payments, the first payment being due on or before September 1st. You may choose to pay for an entire year, part of a year, or with our monthly payment coupon books. When paying, please enclose the correct monthly coupon with your tuition payment and place it in the tuition mailbox located next to the school office for your convenience. There will be a \$15.00 service charge for any NSF checks returned by the bank. Any account 60 days delinquent will be automatically turned over to a collection agency.

3. INSURANCE: As I'm sure you are all aware of the nationwide dilemma pertaining to private schools, I will honestly tell you that insurance is almost impossible to acquire at a reasonable rate anymore. Policies are doubling and tripling each year. In an effort to help solve this problem, we are forced to assess each child with a small annual fee of \$35.00, which is due with your first month's tuition. If you have any questions, please contact the director.

4. WITHDRAWING A CHILD: When you enroll your child, it is expected that he or she will be enrolled for the entire school year. If you have to drop from school and it is unavoidable, the school requires one month's advance notice in writing. This is a required policy and withdrawal without this proper notification of one month will leave you financially and legally responsible for one month's tuition. Please be aware that the school issues no refunds whatsoever.

5. HEALTH GUIDELINES: In order to have a successful year at school, it is important that your child stay home when he or she is ill and not return until symptom free for 24 hours without the aid of medication. This includes fever, vomiting, and diarrhea. If a staff member at NWCS feels that your child is too ill to be at school you will be contacted to pick him/her up immediately. For this reason, please make sure we have the correct phone contacts for both parents/guardians at home, cell, and work. Emergency numbers are always appreciated.

6. PROGRESS REPORTS: For reviewing the progress of your child, NWCS will hold a conference for parents and teachers to get together and discuss the progress of your child. School dismissal, during conferences, is adjusted so all parents will have plenty of time to talk with the teacher. At the end of the school year a written report will also be sent home. Of course, parents are always welcome to call and chat with the teacher. Our staff will make every possible adjustment to their schedule to have time to talk to the parents of our students.

7. HOLIDAYS: The school will be closed for all legally recognized and public school holidays. A yearly calendar will be given to you that will outline each holiday. Please place this where it is handy.

8. DISCIPLINE: NWCS follows the "Love and Logic" program as much as possible.

9. SNOW DAYS: We follow the Lakewood School District schedule. If they are closed for the day, we will be also. We may choose to close the school during snowy or icy weather even though the local school districts do not. Check the school's phone for closure information as well. The school does not make up snow days.

10. We encourage comfortable play clothes for NWCS. We do a lot of painting and playing outside and want the children to feel comfortable and not worried about their clothes getting dirty. We also encourage self-help clothes. This makes it much easier on them to use the bathroom by themselves instead of having to ask for help. We are always there to help the students, if needed, but they love being able to do things themselves. Please make sure all your child's clothing (sweaters, jackets, etc.) is labeled so we can return it to the right student. There are always extra clothes available at the school for those "fall in the mud" days. If this happens to your child, please wash and return the clothing as soon as it is convenient for you.

11. ARRIVAL AND DEPARTURE: We want to make every minute count during our school day. For this reason, please, please make sure your student arrives on time. Our doors open five minutes before class starts. It is also just as important to pick your child up on time. Children worry and get scared when they are not picked up on time. Because our teachers are on a tight schedule and are preparing for the next class, there will be a \$15.00 late charge for every 15 minutes a parent is late picking their child up.

IF YOU ARE UNABLE TO PICK UP YOUR CHILD, PLEASE WRITE A NOTE STATING WHO HAS PERMISSION TO PICK YOUR CHILD UP THAT DAY. WE WILL ONLY RELEASE YOUR STUDENTS TO AUTHORIZED ADULTS. THERE WILL BE NO EXCEPTIONS TO THIS RULE!!

12. FIELD TRIPS: We have some great field trips planned for this year! NWCS feel that this is the way children learn the best, by having a "hands-on" experience of life. Parents will be asked to assist on these excursions by providing transportation and supervision for their own children. If you are unable to accompany your child he/she will ride in the school van or with a teacher. We no longer have car pools for insurance and safety reasons. If you have a friend or family member that you would like your child to ride with, we will need written permission for this. All children must wear seatbelts and be in proper car seats. No child will be placed in the front seat of a car. Due to insurance liabilities, siblings are not allowed to go on field trips. At no time will adults smoke, drink alcoholic beverages, or use cell phones when on a trip with our students.

13. NEWSLETTERS/CALENDARS/ANNOUNCEMENTS: The school will keep parents informed in three ways:

- * Monthly calendars from the teachers
- * Monthly newsletters from the director
- * End of class announcements for the parents

14. LOST AND FOUND: Lost and found articles are kept underneath the coat racks in the hall. For easy identification, please be sure to label your child's belongings. All articles left at the end of the school year will be donated to a local charity. Lots of coats look alike so make sure to make your child's clothing clearly.

15. HOME PARTIES: Home parties are a lot of fun, but it is important that they be conducted with sensitivity. We are in no way asking that you invite the whole school to your child's event, but if you do wish to invite some, we ask that you do this by phone or by mail. If the whole class is being invited, feel free to bring the invitations to school and we will be happy to deliver them for you.

16. ABSENCE FROM SCHOOL: Please call the school and let the staff know that your child will be absent that day and when they will be returning. If possible, it would be helpful if you stated the reason your child is not in school, i.e. cold, flu, etc.

17. Any time money is being requested by the school, it would be so helpful if the parent could send the exact amount in a sealed envelope with your student's name and the reason for the money. Checks and money orders are always accepted.

18. SCHOLASTIC BOOK CLUB: Every few weeks a Scholastic Book order will be sent home with your student. Should you choose to order any of these items, you will always have two weeks to make your selections. You may order online or attach a check made out to Scholastic with your order.

19. SIBLINGS: We want to make every day of your child's school year special for him/her. Because of this, we would ask that siblings stay at home for special occasions like Dad's Pumpkin Carving Day or Mom's Gingerbread House Day. All family members are welcome to attend the Holiday Program and the End of the Year Program.

20. PARENT/TEACHER COMMUNICATION: Communication is key to success in any setting. Please feel free to contact any of the staff at our school to answer any of your questions or direct you to the person that can. It is always a good idea to talk to your child's main teacher as she is more qualified to answer any questions you may have. Please call the school to reach your child's teacher via phone as teachers will not be giving out their personal cell phone numbers.

Your comments and suggestions are what we count on to make our school the best in Washington!

Most important rule of all... have a great time with us! Enjoy all that your child will be a part of. They grow up so fast. This is a perfect time to make some great memories with your child as they get ready for a whole new life in school!!!

We plan to make every attempt to have this be the most positive experience you and your child could possibly have in a preschool/pre-kindergarten/kindergarten setting.

Let us know how we are doing!

Kathleen Ruesken
Owner