

BUTTERHILL POLICY STATEMENT

In addition to our brochure we give you this statement in order to avoid any misunderstandings about payment procedures and other school policies.

REGISTRATION and DEPOSITS: Admission to Butterhill is open to any child regardless of race creed or national origin provided the child is in good health.

A non-refundable registration fee of \$100 is due at the time of enrollment and renewable annually.

As part of the enrollment process we will ask you to sign and complete enrollment application and permission forms.

TUITION PAYMENT and LATE FEES: The fee agreed upon is due according to the payment schedule on the fee statement. All tuition is due the 1st of every month and no later than the 10th. There is a \$20 late fee if tuition is not paid by the 10th and \$20 for every 5 days after that. Fees are due regardless of child's attendance, vacation, snow days or holidays. If a parent falls one week behind in tuition fees, the child will not be allowed to attend the center until payment is brought up to date.

If your child misses one to five consecutive days of school due to an illness there will be no fee adjustments and regular tuition is due. In the case of serious extended illness of more than one week, allowances may be made at the discretion of the director.

There is a charge of \$20.00 per every fifteen minutes that you are late picking up your child. If you know that you will be later than usual we would appreciate a call so that we can reassure your child regarding the delay.

RETURN CHECK FEE: A fee of \$20.00 will be charged for returned checks.

MEDICAL EXAMINATION/MEDICATION/ILLNESS: N.Y.S. Department of Social Services requires that your child must have a physical examination prior to admission to Butterhill and every year after while your child attends Butterhill.

We understand that caring for your sick child is difficult for working parents; however we must consider the well-being of all the children. Sick children can not attend Butterhill. For your own peace of mind, we urge you to find someone who will help you out when your child is ill. We are unable to care for sick children at school and we will call you at work to come and pick up your sick child.

No medication will be administered unless specific instructions, signed by a physician, accompany the medication in its original container. A note from the parent is not enough.

A MAT certified Staff Member will not give medication without a physician's note.

MEALS/SNACKS: WE have snack time twice during the day. Please include a snack and juice or milk when sending food items. Parents must supply lunch for their child each day.

(Infants: **Please write name of child on all bottles and food containers.**) Toddlers please pack one lunch container with child's name on it.

OPENINGS: Please do not enter the building before 6:30am even if you see the staff member's car in the parking lot. The opening staff need time to get the center ready for the children. Parents must accompany children in and out of the building.

PARTIES: If you would like to celebrate your child's birthday at school ask your child's teacher for the number of children and suggestions. We do not give out invitations to home parties unless all children are invited so that we avoid hurt feelings.

Special holiday parties are celebrated throughout the year. If you would like to help, contact your child's teacher.

CLOTHING/BLANKET: Comfortable play clothing and shoes should be worn to school. Please be sure your child wears socks with her/his sneakers and shoes. "Flip-flops" and open toe sandals are not allowed for safety reasons.

Please send in (in a zip Lock bag) a set of extra clothing for your child (including underwear and socks) to be kept at school in case of accidents. You may also wish to have a sweater or sweatshirt for cool days. **ALL CLOTHING, COATS, ETC. MUST BE LABELED WITH YOUR CHILD'S NAME.**

If your child stays for rest time they will need a sheet and blanket. Bedding will be sent home weekly for washing.

SAFETY: Fire Drills are conducted monthly.

TOYS: Toys are not allowed to be brought from home. Children do not share toys from home easily but will share BUTTERHILL's toys.

DISCIPLINE: Children who become unruly will first be redirected into another area, secondly given time out and spoken to about their behavior, and thirdly separated from the group for a short time, with an aide present. In rare cases, if a child's conduct becomes disruptive to the operation of the group or endangers other children, they may be asked to discontinue our program.

Biting is a natural behavior for young children. Habitual biting cannot be condoned in the center. Our goal is to help children find acceptable alternative methods to biting. If biting cannot be controlled, parents will be asked to remove the child from school for three months and then try again.

SNOW CLOSINGS: Information regarding the status of the center will be announced on radio stations WHUD 100.7FM and WSPK 104.7FM. Announcements will be made by 6:00AM for a delay or closure. If there is a delay please continue to listen in case a delay turns into a closure.

SUSPICION OF CHILD ABUSE: According to NYS law any suspicion of child abuse must be reported to NYS Department of Social Services. The BUTTERHILL staff is mandated to report any suspicion of abuse.

RELEASING OF CHILDREN: No child will be allowed to go with anyone, other than the parents unless specifically listed on the signed registration form. Photo Identification will be requested from anyone the staff does not recognize.

PARENT INVOLVEMENT/PARENT CONFERENCES: Parents are always welcome to visit BUTTERHILL at a mutually convenient time to observe their child and the "program". Parent conferences are available at least twice a year, but parents are encouraged to ask for a conference at any time they have concerns.

The director is always available to discuss concerns on a daily basis.

The following items are needed when your child starts the program:

- A complete change of clothes
- A blanket
- Sheet (crib size)
- No pillows
- (PLEASE LABEL ALL ITEMS)

You will receive a yearly school calendar and a monthly calendar of activities for each class

Our normal hours of operation are 6:30 AM to 6:00 PM. Varying schedules and fees are listed on our brochure.

Our ratio for infant room is 1 to 4 children
Our ratio for toddler room is 1 to 5 children

Director, Infant Toddler Center
Sherry Bunt 534- 3696

Director Day School
Susan Jones: 534- 2341

Owner
Helen Bunt 534- 5041

Received by: _____
Parents Signature

Director