



**Please read and put your initial by each point.**

\_\_\_\_\_ If your child is going to be absent for the day please inform A STEP AHEAD PRESCHOOL by 9: a.m.  
\_\_\_\_\_ We require a two-week written notification of vacation plans and one month for any withdrawals.

\_\_\_\_\_ If a holiday falls on a weekend, it will be observed on the preceding Friday or the Monday following.  
Please note that days can vary due to yearly calendar.

\_\_\_\_\_ Full-time children (those children attending A STEP AHEAD PRESCHOOL 52 weeks a year, Monday through Friday and paying the full-time rate) will be allowed a maximum of two weeks per year for vacation, to pay one-half of the established fee after 6 months of enrollment. ALL CHILDREN ATTENDING A STEP AHEAD PRESCHOOL MUST PAY FOR THE NUMBER OF DAYS ESTABLISHED EACH WEEK REGARDLESS OF NON-ATTENDANCE. We require a two-week written notification of vacation plans. All vacations must be taken in five consecutive days.

\_\_\_\_\_ Yearly material fee of \$100.00 is due upon enrollment (excluding infants), then billed annually every August 1<sup>st</sup>. All material fees are Non-refundable.

\_\_\_\_\_ All fees are due and MUST BE PAID IN ADVANCE of service by Monday. Payments are considered past due at close on Tuesday and a late charge of \$25.00 will be assessed at that time. Services are subject for termination when payment is two weeks delinquent.

\_\_\_\_\_ All children must be enrolled in the automated payment delivery method. For more information please view the attached form.

\_\_\_\_\_ Children must be kept at home if he/she exhibits any of the following symptoms: fever, undiagnosed rash or sore, pink or red eyes, discharge from the eyes or ears, a persistent cough, vomiting or diarrhea, and/or any symptom of a communicable illness.

\_\_\_\_\_ Prescribed medication will be administered only with the proper medical authorization completed and signed. All medication MUST be given to the office, where it is kept in a locked container. No medication is to be in a child's suitcase, backpack, and/or diaper bag. ALL medication MUST be labeled with the child's first and last name and be in the original container

\_\_\_\_\_ If you are bringing any over the counter medication, it MUST be accompanied by a Doctor's note, which must be dated (must be a time frame stated on Dr's note – cannot say as needed) and state why child is on this medication.

\_\_\_\_\_ There will be party times, when we give parent an option to bring food items to share. Food must be store-bought and wrapped; nothing "homemade" may come into the center for the child to eat. This is a DHS regulation.

\_\_\_\_\_ We love birthdays! We would be happy to help you celebrate your child's birthday. You could supply a healthy snack to share with your child's class. If your schedule permits, you are welcome to join us.

\_\_\_\_\_ For safety reasons: NO COWBOY BOOTS. no flip-flops or slip-on shoes. The best school shoes are rubber-soled tennis type shoes that tie or fasten with Velcro.