



POLICIES AND PROCEDURES

1. **DRESS FOR FUN:** Please have your child dress for fun. We recommend that your child dress in casual play clothes that is comfortable. If your child is potty training try to dress your child in pants that have elastic waistbands. Please do not use belts.
2. **BIRTHDAYS:** We love to celebrate birthdays. You are welcome to bring in a special treat to share with the class. Please let your child's teacher know in advance.
3. **VOLUNTEERS:** Parents and other family members are welcome to volunteer. Sometimes a parent in the same classroom as their child will not be the right fit. We have other opportunities to help your preschool be successful. Please see your child's teacher or the director. All volunteers will need to submit a WA State background check.
4. **DISCIPLINE POLICY:** We believe that children will generally live up to good behavior. Our ultimate goal is to use positive guidance techniques to be able to empower a child to make a favorable change. If a student exhibits behavior that is extremely disruptive and unsafe for teachers and other students, we reserve the right to release the child from our program.
5. **HEALTH & MEDICAL EMERGENCIES:** If your child is showing signs of illness please keep them home. This is so we can prevent the spread of any communicable diseases. If a child starts feeling sick while at school the director or teacher will notify parents. In case of a medical emergency, the director will assess the situation and call 911 for immediate care. Parents will be notified as soon as the situation is under control. (See medical release form)
6. **INCLEMENT WEATHER:** We follow the South Kitsap School District's schedule for inclement weather. If school is cancelled or has a two hour delay, Stepping Stones will be closed. We will schedule makeup days if it is more then one day during the school year.
7. **FIRE AND SAFETY DRILLS:** To insure that we are prepared for an emergency, Stepping Stones will have fire and safety drills during the year. An exit plan and guide information will be posted in each classroom. If there is an emergency and we have to evacuate the building for a period of ½ an hour parents will be notified to pick up their child. If a parent or emergency contact can not be located, the child will remain with staff members until they are picked up.

Parent Signature

Date



STEPPING STONES TUITION, FEES, & CALENDAR

1. ANNUAL REGISTRATION FEE: A non-refundable \$75.00 registration fee is due at the time of registration. The registration fee will cover your child's journal, curriculum, insurance, Scholastic subscriptions, classroom prep and administrative processing.

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2. TUITION: Tuition varies based on the class your child is signed up for. Tuition is based on a 10 month school year from September to June. There are two payment options offered. Monthly payments of one-tenth the yearly tuition or the full year's tuition. Stepping Stones does not give credit for sick days, vacation breaks or weather closures. We require a **30 day written notice** if you wish you withdraw your child.

Int.

3. LATE PAYMENTS & INSUFFICIENT FUNDS FEE: Tuition payments are due by the 5th of each month with the exception of September and April. Tuition will be due on the first day of school for September and by the 14th for April. June payment must be paid by the 5th in order to participate in June activities. Late fees and/or insufficient funds fee of \$25.00 will be charged for each occurrence.

Int.

4. CALENDER: Stepping Stones follows the SKSD calendar with the exception of the first day of school. All holidays and breaks will be included in the tuition for the school year.

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I have read and agreed to the policies, procedures and tuition fees. Stepping Stones will make every effort to try to work with parents on outstanding debts. I understand that if tuition goes unpaid for more than 60 days your account will be sent to a collection agency. Any fees that is associated with the collection agency will be your responsibility.

Parent Signature

Date

Parent Signature

Date