

General Information

1. School Hours: 8:30 a.m. to 3:30 p.m. Monday through Friday.
2. Our school contract is for the entire school year – September through May. Student spot can be held with an enrollment fee of \$150 payable in March.
3. Our school functions as a community and we encourage parent involvement in classroom activities, Erdkinder sales, and seasonal school programs. Please make time to be a part of these in order to feel connected and contribute to our community.
4. Tuition is due even when a child is not in attendance.
5. If tuition is more than 2 weeks late, your child may be dropped from our enrollment. If you are having problems paying tuition please contact the office and make arrangements.
6. Critical Illness Policy: ½ tuition per month.
7. Vacation leave: our expenses are constant. We are not able to give vacation time.
8. Our school day ends at 3:30 p.m. Please respect the teacher's time. If you are running late please call. Late pick-up fee is \$5.00 for every minute you are late, beginning at five minutes after closing. Payment is due to the staff at that time or you will be invoiced.
9. We do close for snow days, you will be notified by text or on our website or by text message. Tuition is still paid for the full week. We have 15 extra days a year built into the schedule for snow/event days.
10. Children must not be in attendance if they have had a temperature (100°) or shown any signs of illness in the previous 24 hours and cannot return until temperature has been broken for 24 hours and the child is symptom free.
11. The school must have a current health form and emergency medical release form on file before attending.
12. Children need a healthy snack usually around 10 am and 2pm. They should bring a healthy snack and lunch each day.
13. Please sign your child in/out daily. We need to know what time they arrive and when they depart. For those that are carpooling we will sign them in/out.
14. Students are only allowed to bring toys or electronics for show-and-tell.
15. Birthdays are a special event. Please make a timeline of pictures and quote from birth to present for each picture. Your child will bake his/her own cake. The student brings a wrapped gift to present to their class and leave as part of the curriculum. They should pick out something that they would enjoy having in the classroom. See your child's teacher for the gift wish list.
16. After March 1st, we will be pre-registering from our waiting list. Present students get first choice for registration.
17. If there is ever an annual tuition increase, it would occur at the beginning of the fall session. We do accept donations to help offset operating expenses.
18. A one month, four-week, written notice is necessary upon withdrawal, or the equivalent monthly tuition must be paid.
19. If you choose to withdraw your child for any period of time, we cannot guarantee the same availability or discounts should you choose to return.
20. If you have any questions or concerns please feel free to call or email the office.

