



VACATION POLICY

Parents are required to pay for all enrolled days even when their child is not in attendance.

- Please complete a schedule for your child indicating vacations and time you know your child cannot attend **Playschool**.
- **Summer/Medical/Family Leaves:** Written notification of lengths of absences is **required**. **Playschool's** policy is that families needing an absence lasting **3 weeks or longer** must withdraw. However, you are **guaranteed** an opening space for a future return date when payment of **\$40.00 plus the first week of tuition** and written start date of return is supplied.

MOVEMENT/TRANSITION TO OLDER GROUPS

- ❖ **Movement between the areas (from Young Toddlers or Toddlers to Preschool and School Age) is based on the availability of an opening and the determination of the Director and primary teachers.**

Chronological age is the major factor in determining who will move to an older age program. An **exception** may be made if the teachers, parents and Director agree that the movement is in the best interest of the child. Exceptions can also be made to complement room dynamics, or to balance the gender make-up of a classroom.

The Director will notify the parent(s)/caregiver(s) when the movement will occur. Children and parent/caregiver will visit the area to which they are moving, prior to the movement actually taking place.

Playschool Child Care, Inc. encourages parents to communicate with the Director their concerns and questions at any time.