



# GRACE GARDEN CHRISTIAN PRESCHOOL

10841 S. 48th Street • Phoenix, AZ 85044 • 480-598-5600  
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## Policies and Procedures for 2024

- \_\_\_1. Please make sure you always sign your child in and out (computer and Binder)
- \_\_\_2. **THERE IS NO SWITCHING DAYS TO MAKEUP MISSED DAYS OR CLOSED HOLIDAY DAYS**
- \_\_\_3. Tuition is due every Monday if your payment is biweekly (pay by Wednesday to avoid late fees) or by the 5<sup>th</sup> day of each month if it's monthly. **WE WILL ENFORCE LATE FEES (\$15.00 per day) or (\$70 end of the month)**
- \_\_\_4. WE WILL NOT SEND OUT ANY PAYMENT/BALANCE REMINDERS. It is your responsibility to know when tuition is due.
- \_\_\_5. Due to the closure of holiday break starting the 24<sup>th</sup> of December though the 1<sup>st</sup> of January payments must be submitted on the 25<sup>th</sup> and by the 31<sup>st</sup> to avoid a \$70 late fee. All accounts must be paid off by the end of the year.
- \_\_\_6. We are not responsible for lost jewelry
- \_\_\_7. All clothes and sheets must be labeled. If not labeled and lost, we are not responsible as many children bring similar or same sheets/clothes.
- \_\_\_8. Full tuition rates apply for missed days, holidays closures or illness.
- \_\_\_9. A 2-week notice needs to be given (WITH PAY) if you want to terminate the contract or make any changes with GGCP.
- \_\_\_10. To reduce the spread of illness and maintain the health of all of the children, please DO NOT bring your child if she/he is sick. Your child needs to be 24 hrs. free fever, vomit, or diarrhea.
- \_\_\_11. We are not responsible for lost or broken toys to avoid this DO NOT bring toys from home.
- \_\_\_12. Bring a copy of the immunization record every time that your child gets a new vaccination.
- \_\_\_13. Late pickup FEE will be applied after 5:30pm it is \$15 for the first 10 minutes, and a \$1 a minute after that. The fee is per child and must be paid with tuition on due date.
- \_\_\_14. Fitted sheet and blanket must be provided by 11:30 am for nap, if not brought to school a \$5 fee for a school sheet and \$5 for a blanket will be applied to the account. All fees must be paid with tuition.
- \_\_\_15. Free week will be applied for the closure of Dec 24<sup>th</sup>-Jan 1<sup>st</sup> (ONLY IF ENROLLED FOR ONE YEAR OR MORE)

\_\_16. GGCP will be closed: Martin Luther King, Good Friday, Memorial Day, Independence Day, Labor day, Thanksgiving day and Black Friday, December 24<sup>th</sup> 2024 to January 2nd 2025 WITH PAY, or you can take your FREE week at this time (if you have been enrolled for 1 year or more)

I agree and understand

GGCP PROCEDURES AND POLICIES FOR 2024

Parents Name \_\_\_\_\_ Childs name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_