



GRACE GARDEN CHRISTIAN PRESCHOOL

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Policies and Procedures for 2025

- __1. Please make sure you always sign your child in and out (computer and Binder)
- __2. **No Day Switching:** If you need to switch days or add extra days, an additional charge will apply. Please provide notice at least 3 days prior (if possible) for any changes.
- __3. Deposit must be paid within the first **3 months** of your child's start date and **WILL ONLY** be refunded if you provide a two-week notice of your intention to withdraw your child.
- __4. Tuition is due every Monday if your payment is biweekly (pay by Wednesday to avoid late fees) or by the 5th day of each month if it's monthly. **WE WILL ENFORCE LATE FEES (\$20 per day) or (\$70 end of the month per child) To ensure your child can attend on Thursday, payments must be made by Wednesday.**
- __5. Late fees **MUST** be paid on the same day to avoid your child being unable to return the following day.
- __6. WE WILL NOT SEND OUT ANY PAYMENT/BALANCE REMINDERS. It is your responsibility to know when tuition is due.
- __7. Due to the closure of holiday break starting the 24th of December, though the 1st of January payments must be submitted on the 25th and by the 31st to avoid a \$70 late fee. All accounts must be paid off by the end of the year.
- __8. **We are not responsible for any lost items**, including jewelry, clothing, toys, backpacks, or other belongings that are not labeled. All clothes and sheets must be clearly labeled, as many children have similar items. If items are lost and not labeled, we cannot be held responsible.
- __9. Full tuition rates apply for missed days, holidays, closures or illness.
- __10. A 2-week notice needs to be given (WITH PAY) if you want to terminate the contract or make any changes with GGCP.
- __11. To help prevent the spread of illness and ensure the health of all children, **PLEASE DO NOT BRING YOUR CHILD IF THEY ARE SICK.** Your child must be free of fever, vomiting, or diarrhea for at least 24 hours before returning. A doctor's note is required for your child to return to school the following day

_12. All children must be dropped off by **11 a.m.** to be accepted.

_13. If a child is sent home due to a lice outbreak, they must be cleared by a teacher or office staff **BEFORE RETURNING TO SCHOOL.**

_14. **NO PHONES/TABLETS** are allowed when entering our premises, so teachers/staff can communicate with you.

_15. Payments made via Zelle, cash app, Venmo, need to be made **DURING SCHOOL HOURS** anything after 5:30pm will result in a \$20 late fee.

_16. If a child is sick, then the parent **MUST remove** the child from daycare in less than 2hrs.

__17. Bring a copy of the immunization record every time that your child gets a new vaccination.

__18. Late pickup FEE will be applied after 5:30pm. It is \$20 for the first 10 minutes, and \$1.50 a minute after that. The fee is per child and must be paid with tuition on the due date, **if not paid the same day, then the child will not be able to return the next day.**

__19. Fitted sheets and blankets 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.

__20. Free week will be applied for the closure of Dec 24th-Jan 1st (ONLY IF ENROLLED FOR ONE YEAR OR MORE)

__21. GGCP will be closed: Martin Luther King, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Black Friday, December 24th, 2025, to January 4th, 2026, **WITH PAY IF LESS THAN A YEAR**, or you can take your **FREE** week at this time (if you have been enrolled for 1 year or more)

_22. The day of our Christmas program/thanksgiving lunch will be a short day due to "Teacher observation day"

I agree and understand

GGCP PROCEDURES AND POLICIES FOR 2025

Parents Name_____ Childs name_____

Signature_____ Date_____