* YOU PAY FOR THE WEEK IN ADVANCE
* EVERY MONDAY TUITION IS DUE
* CALL IF CHILD IS GOING TO BE ABSENT
* IF CHILD IS ABSENT YOU STILL PAY
* MUST BE NO LATER THAN 4:30PM FOR PICK UP, IF LATE A FEE OF $10 PER HALF HOUR IS APPLIED
* IF DROP OFF OR PICK UP TIMES CHANGE YOU MUST CALL ME
* CHILD IS ON A 30 DAY TRIAL PERIOD
* 2 WEEKS WRITTEN NOTICE IF WITHDRAWLING FROM PROGRAM
* IF PAYMENT IS LATE THERE IS A $5 LATE FEE PER DAY
* THERE IS A $30 FEE APPLIED IF CHECK BOUNCES
* I CANNOT RELEASE YOUR CHILD TO ANYONE OTHER THAN YOU UNLESS YOU HAVE SPECIFIED ON YOUR PICKUP SHEET
* PARENTS ARE WELCOMED TO VISIT UNANNOUNCED AT ANYTIME WHILE YOUR CHILD IS PRESENT
* PARENTS INPUT IS IMPORTANT. I HAVE A SUGGESTION BOX. PLEASE FEEL FREE TO LEAVE COMMENTS OR IDEAS REGARDING THE PROGRAM. EX: FIELD TRIPS, DAILY SCHEDULE….
* A PROGRESS REPORT WILL BE PREPARED EVERY 3 TO 6 MONTHS
* ANY INFORMATION PERTAINING TO YOUR CHILD’S RECORDS IS PRIVILEDGED AND KEPT CONFIDENTIAL
* IF THERE IS AN EMERGENCY MY PROCEDURE CONSISTS OF CONTACTING THE FIRE DEPT. OR OTHER APPROPRAITE AUTHORITY AND A PARENT. IF A PARENT CAN’T BE REACHED A CHILD’S EMERGENCY CONTACT WILL BE CALLED.
* MY PROGRAM IS LICENSED BY EEC:

PHONE #:(413) 788-8401 ADDRESS :95 Liberty St. Springfield, MA 01103

* PARENTS MAY CONTACT EEC FOR INFORMATION REGARDING THE PROGRAM’S REGULATORY COMPLIANCE HISTORY
* I AM A MANDATED REPORTER AND MUST, BY LAW REPORT SUSPECTED CHILD ABUSE OR NEGLECT TO THE DEPARTMENT OF CHILDREN AND FAMILIES
* I WILL PROVIDE POSITIVE AND CONSISTENT GUIDANCE TO YOUR CHILD BASED ON HIS OR HER INDIVIDUAL NEEDS AND DEVELOPMENTS
* I WILL MAKE REASONABLE MODIFICATIONS TO THE POLICY AND PRACTICES TO ACCOMMODATE CHILDREN WITH SPECIAL NEEDS
* THIS CONTRACT WILL BE REVIEWED AND UPDATED ANNUALLY. A COPY WILL BE HANDED OUT FOR EVERYONE TO READ AND SIGN