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Policies and Procedures

A. Ages of Children Accepted: 6 months to 13 years

B. Services offered for children with disabilities: Handicap accessible building (ramp), bathrooms, and playground equipment are provided. In addition, our philosophy lends itself to the education of children with disabilities by promoting the individualization of educational goals and instructional practices to meet the needs of each child. It recognizes that children learn and express what they have learned in a myriad of ways, and therefore facilitates the development of an ideal environment for the growth of children with special needs.

C. Admission and Registration of Children: All parents must fill out the required forms in order to register their child. No child shall be denied admission on the basis of ability, race, sex, religion, or special needs. We do have a minimum attendance of two days per week. These may be half or full days.

D. Hours of Operation: The center is open from 7:30AM to 5:15 PM. Please notify staff members of the time you will deliver and pick up your child. We will not accept children who arrive early without prior notice. Please do not arrive before your scheduled time. If you will be late for pick up please notify the school. Please make every effort to pick up your children at the scheduled time. Due to recent abuse of our policy and staffing issues, we are being forced to be a bit more strict about this policy. There will be late charges as follows: 5-15 minutes late=\$2.50, 15-20 minutes late=\$5.00, more than 20 minutes late will be \$5.00 plus \$1.00 for each additional minute. This is not to imply that you are welcome to be late, but to discourage late

pick ups. (See calendar, Appendix Section A, for holiday closures)

E. Procedures for Signing In and Out: A sign up sheet will be available at the entrance of Little Red Schoolhouse and Teeny Red Schoolhouse and must be used when delivering or picking up your child. Only persons designated on your registration sheet are allowed to pick up your child from school. Special arrangements can be made if a change is necessary. Directors will consult the sign out sheet daily to assure that all children have been accounted for before leaving the center. If a child is not picked up, parents will be notified and arrangements made for that child until he or she is picked up.

F. Fee Schedule: Upon registration, a financial agreement will need to be signed regarding your monthly fee. Monthly fees are calculated based upon a daily rate which increases as the number of days enrolled decreases. This daily rate is multiplied by the average number of days in the year to come up with the monthly rate. If you enroll for a mixture of $\frac{1}{2}$ and full days, your monthly rate will be calculated separately, but otherwise, here is the rate sheet:

Little Red Schoolhouse:

Full day rates-billed per month

Drop-off time		9am	8:30am	8am
	Daily rate conversion			
5 days/week-	\$39	\$800	\$840	\$880
4 days/week-	\$41	\$676	\$710	\$742
3 days/week-	\$43	\$535	\$562	\$587
2 days/week-	\$44	\$375	\$400	\$417

Half day and AM Kindergarten rates-billed per month

Drop-off time		9am	8:30am	8am
	Daily rate			

	conversion			
5 days/week-	\$25	\$525	\$567	\$609
4 days/week-	\$26	\$432	\$464	\$496
3 days/week-	\$28	\$348	\$372	\$396
2 days/week-	\$29	\$240	\$256	\$272

PreK or 9-3 rates- billed per month

Drop-off time	9am	8:30am	8am	
	Daily rate conversion			
5 days/week	\$30	\$588	\$630	\$671
4 days/week	\$32	\$528	\$560	\$594
3 days/week	\$36	\$450	\$475	\$500
2 days/week	\$38	\$323	\$340	\$357

9-4 Rates- billed per month

Drop off time	9am	8:30am	8am	
	Daily rate conversion			
5 days/week	\$34	\$693	\$735	\$777
4 days/week	\$36	\$594	\$627	\$660
3 days/week	\$38	\$475	\$500	\$525
2 days/week	\$40	\$340	\$357	\$374

PM Kindergarten program-billed per month-includes pick up at the big school

Pick up time	5pm	4pm	3pm	
	Daily rate conversion			
5 days/week	\$26	\$525	\$420	\$378
4 days/week	\$28	\$462	\$380	\$330
3 days/week	\$32	\$388	\$325	\$300
2 days/week	\$34	\$289	\$247	\$230

Teeny Red Schoolhouse:

Full day rates- billed per month

Drop off time	9am	8:30am	8am
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	Daily rate conversion			
5 days/week	\$41	\$850	\$882	\$922
4 days/week	\$44	\$726	\$759	\$792
3 days/week	\$47	\$585	\$612	\$638
2 days/week	\$50	\$425	\$442	\$459

Half day rates- billed per month

Drop off time	9am	8:30am	8am
	Daily rate conversion		
5 days/week	\$28	\$574	\$615
4 days/week	\$30	\$488	\$528
3 days/week	\$32	\$400	\$425
2 days/week	\$34	\$290	\$306

SIBLING DISCOUNT: 10% DISCOUNT GIVEN TO 2ND CHILD OF FULL TIME KIDS. 5% DISCOUNT GIVEN TO 2ND CHILD OF PART TIME KIDS.

Billing will be done by the center on the 20th of each month for the following month. If your payment is 9-15 days late, you will be subject to a 5% (of the invoice total) late fee. If you are between 15-25 days late, you will owe 10% of the invoice total. . Failure to pay tuition outside of a thirty-day grace period will result in termination of services. If your check bounces, you will be subject to a \$25 bounced check fee.

G. Health Policy: It is our policy to maintain the health of all children and staff members by excluding anyone with a communicable illness. Please see the attached guidelines for the exclusion of ill or infected children.

(Appendix Section B) If your child exhibits any of these signs or symptoms, please do not bring him or her to the center. If your child becomes ill while at school, you will be notified and the child will be isolated and attended to until someone is able to take him or her home. Children with common colds

have already exposed others without seeming sick and by then are not contagious. It is not always necessary to exclude them. Symptoms will be evaluated by directors upon arrival at school. Please use your best judgment. You know your child best. If he or she seems too ill for school, we ask that you keep him or her home to prevent germs from being spread to other children. A great guideline to follow would be to think of the level of care your child needs. If your child's presence at school will require extra attention to the point of detracting from the care given to other children, please keep him or her at home.

H. Storing and Administering Children's Medicines: If antibiotics are required for your child's recovery, we require him or her to be on such medication for a period of at least 24 hours (or the contagious period) before returning to school. Prescriptive and non-prescriptive medication can be administered only on written order from a physician to the child's parents, or to the center, with knowledge and written consent of the parents. We WILL NOT administer medication without written order from the doctor. Please see Appendix G for those forms you need to take to the doctor. Medications must be kept in the original container and prescriptive medicine containers must bear the original pharmacy label. Medication can only be dispensed by persons trained in medicine administration and a record of each administration must be kept. All medicines must be kept in a storage area inaccessible to children and stored according to pharmacy instructions. If your child has a chronic health problem, or is on medication frequently for a recurring problem, you can obtain a standing order from the doctor for us to administer medication in these cases. Please speak with us about any such instances.

I. Absentee Policy: Because we are offering a preschool program and not strictly daycare, attendance is of utmost importance. Tuition will be paid monthly based upon previously chosen days that will be adhered to. If your child is sick, it is your responsibility to call the center before 8am that day or the previous evening. At this time, we have the flexibility of offering you a make up day for your child's sick days. If you fail to call us you will not receive a make up day. Due to the frequency of illnesses at this age, it would be impossible for us to refund money every time a child stays home. We will not accept sick children merely because tuition has been prepaid. Please refer to section G for information on our health policy.

If you are planning an extended vacation, please notify us by the 20th of the previous month so that we don't include the missed day(s) on your invoice. If you fail to tell us by the 20th, and it is not an emergency, you will not receive make up days or a refund. Essentially, you must let us know your plans in advance! Any spontaneous trips are not our responsibility.

We will hold your child's spot for one 2 week vacation period per school year, and one week for the summer. Anything in excess of this needs to be paid for in order for your spot to be held.

J. Safety: The safety of all children at our center is our primary focus and we will do everything in our power to ensure that we provide a hazard free environment. In order to do this we have established the following policy:

1. We always maintain an adequate number of adults to supervise every group of children, whether in the classroom or on the playground. No child is ever left in a situation without supervision.
2. The school and the playground area are inspected regularly to eliminate or correct any equipment or situation that may cause

injury to the children.

3. In the case of an emergency, all emergency telephone numbers are posted by every telephone in the center.
4. There is an emergency evacuation plan posted in our school showing the fastest route to safety. This will be taught and reviewed with the children periodically.
5. When a child is involved in an accident requiring medical intervention, the parent or guardian will be notified promptly. If the parent is unable to come to the center to transport the child, a staff member will accompany him or her to the medical facility indicated on the child's registration form. If help is needed immediately the nearest response team will be called.
6. It is inevitable that children of this age may get hurt regardless of adult supervision. In the case of an accident, the attending teacher and the director will fill out an accident report form. One copy will be placed in the child's file and the other given to the parent. The director and staff will review the incident and determine whether some preventative measures need to be taken. Please see Appendix Section C for the accident report form.
7. In the case of inclement weather, the directors will judge whether or not outdoor playtime should be avoided. If a child does not have adequate clothing for outdoor play he or she will be excluded and provided with an indoor activity. The center must obtain the parent or guardian's written authorization and instructions for applying sunscreen to their child's exposed skin prior to outside play. If sunscreen is provided by the center, parents must be notified in

advance, in writing, of the type of sunscreen the center will use. Children over 4 can apply their own sunscreen. We ask that you apply sunscreen each day before your child arrives at school.

8. When transported in a vehicle children will be provided with a car seat and vehicle safety will be reviewed.
9. Each teacher is responsible for accounting for his or her group of children after each transition that occurs throughout the day. Class lists will be dispersed at the start of the day to facilitate this process. Children will be taught the importance of staying with the group and procedures to be followed if separation occurs. Children will also be taught to account for one another by using the buddy system on all excursions.

K. Field Trips: All parents will be given information and permission forms before each field trip or special excursion. Children will not be transported from the center without parental permission. If enrolling for the summer session, you will be given further information about our excursion procedures.

L. Personal Belongings and Money: Each child will have a cubby in our center in which to store personal belongings. All personal belongings should be labeled with the child's name in indelible marker so as not to confuse items. Money will not be allowed to be brought to the center by children unless it is required for a special event. Toys brought from home will be allowed only for show and tell and will spend the remainder of the day in the child's cubby. It is our belief that part of the developmental process involves learning to share and to this end we provide toys and equipment that children can share or use together. When children bring toys from home, they rightfully feel

that they own the toy and should not have to share. This creates problems not only for the child, but also for others in the classroom. Please try to keep your child from bringing toys to school.

M. Meals and Snacks: Your child will receive two snacks per full day at our center. One is provided by parents, and one will come out of your child's lunch for the day. You are required to provide a healthy lunch for your child each day. You will also be responsible for providing a snack for the school approximately once each month. Please see Appendix Section E for healthy snack suggestions. We request that you do not send an overabundance of sugary snacks, as it impedes the learning process. Please be sure to provide an adequate amount of snack keeping in mind that we have 30 very active and therefore very hungry children each day.

N. Food Allergies: It is imperative that you inform us of any food or other allergies upon registration. All parents will be provided with a list of foods that may be harmful to any children in our school. We ask that you refer to this list when preparing snacks for all students.

O. Diapering and Toilet Training: We will accept children who are not potty trained. We require that you provide diapers and wipes for your child. We have found that a large packet of each is the most effective and we will notify you when your child's supply needs to be replenished. Please communicate with us your strategies for potty training. It is against our philosophy to use food or candy as a reward in the potty training process. In the case of an accident, we ask that you supply extra changes of clothes each day for your child. These may be left in your child's cubby to be used when necessary.

P. Clothing: Children should wear non-restrictive clothing that allows for

free movement and play. Dress your child in comfortable clothing that can withstand the wear and tear of sand play, climbing, digging, and use of playground equipment. Also, try to choose clothing that allows your child to manage his or her own toileting or putting on a jacket. Even children who are toilet trained have accidents. Please provide an extra change of clothes to be kept in your child's cubby for these occasions. In addition, keep in mind that Crested Butte weather can be quite unpredictable. Please take this into consideration when dressing your child. Make sure they have layers to add or remove as the weather changes. Sun hats, proper shoes, and sunglasses are always recommended.

Q. Discipline: Your child will not be subjected to physical or emotional harm or humiliation under any circumstance. We as directors will not use, or permit a staff person or child to use, corporal or other harsh punishment, including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline. Discipline will not be associated with food, rest, or toileting. No child will be punished for a toileting accident. Food will not be denied to, or forced upon, a child as a disciplinary measure. Separation (time-outs) will be used only briefly and will be appropriate for the child's age. All behavioral problems will be discussed with parents, and a behavior plan will be drawn out to alleviate any further complications. Discipline will be based on positive reinforcement rather than punishment and rewards.

R. Visitor Policy: You are welcome to visit our center at any time. In order to make your visit meaningful to you, we ask that you notify us before you stop in. Remember that the teacher needs to focus his or her attention on the children. If you have questions or comments there is usually time at the

end of a session when you can talk to your child's teacher. All visitors are to sign in and out, and must identify themselves and their purpose for visiting to a director.

S. Parent Conferences: The center will be run on a semester system, and conferences with parents will be held in October and May to discuss your child's progress, behavior, and social and physical needs. Through our observations, and careful documentation and evaluation throughout the year, we will have opportunity for meaningful discussion about your child's progress and developmental milestones. If at any time you need to discuss anything regarding your child, feel free to set up a conference.

T. Complaint Filing and Our Policy on Reporting Child Abuse: If you wish to report a licensing complaint, or wish to see our policy regarding the reporting of child abuse, please see the Appendix Section E and F.

U. Withdrawing: If you wish to withdraw your child from our center permanently, we require a two-week advance notification, otherwise, you will be responsible for payment for those two weeks. If you are withdrawing your child in the middle of a month, you will be reimbursed the difference as soon as possible.

V. TV/Video Viewing: Television and video viewing will not be a common occurrence. If we have a special circumstance, we will notify parents prior to viewing for their permission.

W. Withdrawing Services: We have the right to withdraw services to any child as a result of the following: delinquent payments of more than one month without notification and agreement of center, severe behavioral difficulties (ie: biting, aggression, or deliberate defiance) that have been addressed and cannot be resolved over time. Services may be reinstated

when accounts become current or problems have been resolved.

Appendix A
Holidays and Closures
2011-2012

August 29st- 1st day of school!

September 5th-CLOSED: Labor Day

October 10th-CLOSED: Columbus Day

November 23-25th- CLOSED: Thanksgiving Holiday

December 23 & 26th- CLOSED: Christmas Holiday

April 9-13th- CLOSED:Spring Break

May 28th- CLOSED: Memorial Day

June 4th: 1st day of summer!

****Due to the prevalence of Monday closures this year, all Monday kids will receive 2 make up days to use throughout the school year (if your child is not full time) to make up for those extra closures. To reiterate what is written in the handbook, monthly fees are based on the average of OPEN days throughout the school year and thus remain the same even in the months that the school is closed. In longer months, you are essentially balancing out those months that are shorter due to closures. Thank you!**

Appendix B

When is my child too sick for school?

It's always a tough call the morning of school to decide whether or not your child is too sick to go... Here's a little guide that may help you decide what to do!

*Noses: Do they have consistent runny noses that need a tissue often? Is it a full time job to keep up with it? Even if the snot is clear, it can still be cumbersome for their teacher (especially at Teeny Red) to constantly keep up with their noses. Not to mention, if they are super young, they are touching their noses and wiping their hands on toys or other kids before you can even catch it. Yuk.

*Coughs: In talking to several doctors, coughs are contagious until they are gone. It makes sense since when we cough, tons of little tiny germs are coming out and spreading throughout the area! Little ones have a VERY hard time covering, and therefore shouldn't go to school. I know that some local doctors say that your child is "ok for school" when they have a cold, but I disagree. When kids come with colds, inevitably other kids get that cold and I hear about it (from frustrated parents that saw your child at school sick). It's a tough call, but if your child is coughing often, please keep them home. They'll have a lot more fun at school during their make up day!

*Fever: If your child has a fever, please don't send them to school. Even low-grade can impede their day. The fever must be broken for at least 24 hours.

* Tummy problems: If your child has diarrhea, please let their teacher know. If it recurs several times, and your child isn't eating, we will probably call you to come get them. Otherwise, if they have thrown up in the last 24 hours, please do not send them to school!

*General guideline: If your child demands more attention on this day than on any normal day, it would be better if they stayed home. It's not fair to the other kids for teachers to be spending so much time caring for only one child while the others sit and wait. Another good way to look at it is this: If you would be annoyed seeing a child with your child's symptoms at school when you dropped off your healthy child, then don't bring them to school! We all need to be conscientious of spreading illness.

The good news is that you get a make up day when your child is sick to use on a day when everyone would be a lot happier! I know it's difficult (I'm a parent too), but the general rule is "when in doubt, don't send them". Thanks for being thorough in gauging your child's health and here's to a HEALTHY and HAPPY school!!

Appendix C
Accident Report Form

Date of Report _____

Child's Name _____ Sex: M F Birth Date _____

Parent's Name _____ Phone Number _____

Home Address _____

Date of Injury _____ Time _____ AM PM

Location Where Injury Occurred _____

Teacher in Charge _____

Present at the Time of Accident _____

Type of Equipment Involved _____

Description of How Accident Happened _____

Action Taken: _____

First Aid Treatment _____

Who administered it? _____

Taken to Doctor _____ (name)

Taken to Hospital _____ (name)

Refused Treatment _____

(name of person refusing treatment)

Parent Notification:

Was Parent Notified? Yes No Time of Notification _____

How Was Parent Notified? _____

Comments from Parent _____

Witnesses to Accident _____

Director's Signature _____

Appendix D:

Healthy and Delicious Snack/Lunch Ideas for Preschoolers

*Peanut Butter with:

- Raisins or dates
- Apples or bananas
- Apple sauce
- Chopped celery or shredded carrots
- Graham crackers
- Nonfat dry milk and honey
- Cheese balls—form balls with softened cheese and roll in chopped nuts
- Nut bread with cheese spread
- “Ants on a log”—celery stuffed with peanut butter or cheese, with raisins
- Pizza—use pizza dough or English muffins
- Tacos or burritos—fill with cheese, leftover meat, or finely shredded carrots or zucchini
- Cottage cheese with fruit
- Yogurt with fruit
- Ice cream in milk shakes with fruit, or in make your own sundaes
- Deviled eggs
- Wheat toast topped with tuna salad or cheese, broiled to melt
- Tiny meatballs on toothpicks
- Orange sections
- Banana slices—dip in honey, roll in nuts
- Watermelon wedges—try seedless melons
- Peaches
- Apple slices, dip in orange juice to prevent browning
- Granola or grape-nuts sprinkled on yogurt
- Assorted raw vegetables with seasoned cottage cheese dip
- Fruit shakes—blend fruit and nonfat dry milk in blender with a few ice cubes
- Fruit kabobs—banana wheels, pineapple chunks, cherries, strawberries, orange wedges
- Fresh fruit juice gelatin cubes

Appendix E

Reporting Of Licensing Complaints

7.701.55 Reporting of Licensing Complaints

Child care facilities must provide written information to parents at the time of admission and staff members at the time of employment on how to file a complaint concerning suspected licensing violations. The information must include the complete name, mailing address, and telephone number of the Colorado Department of Human Services, Division of Child Care.

Make reports to:

Division of Child Care
Colorado Department of Social Services
1575 Sherman Street
Denver, CO 80203-1714
Phone: 1-800-799-5876 or 1-303-321-4164

Appendix F

Child Abuse Reporting Policy

7.701.53 Reporting of Child Abuse

- A. A child care facility must require each staff member of the facility to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.
- B. Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

C. If the suspected child abuse occurred at the child care facility, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the child care facility is located.

D. If the suspected child abuse did not occur at the child care facility, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.

E. At the time of admission the facility must give the child's parent or guardian information that explains how to report suspected child abuse or child neglect.

7.701.54 Investigation of Child Abuse

A. Staff members of the county department of social services or a law enforcement agency that investigates an allegation of child abuse must be given the right to interview staff and children in care and to obtain names, addresses, and telephone numbers of parents of children enrolled at the child care facility.

B. Any report made to the law enforcement authorities or a county department of social services of an allegation of abuse of any child at the child care facility will result in the temporary suspension or reassignment of duties of the alleged perpetrator to remove the risk of harm to the child/children if there is reasonable cause to believe that the life or health of the victim or other children at the facility is in imminent danger due to continued contact between the alleged perpetrator and the child/children at the facility. Such suspension or reassignment of duties will remain in effect pending the outcome of the investigation by the appropriate authorities.

Appendices H, I, J, K, L, and N are in the "Forms" section of this website and must be returned with registration papers.

Appendix M

List of Things for Parents to Save/Donate

Paper towel tubes/toilet paper tubes
Shoe boxes
Intact food container (for store dramatic play)
Wrapping paper
Ribbon
Bows
Dress up clothes- including accessories
Clothes for kids who have accidents
Plants or clippings
Soda bottles
Plastic bottles
Containers of all kinds
Magazines
Nuts & Bolts or objects to count
Jump ropes and outdoor toys
Dolls and doll clothes
Old jewelry
Old sponges
PVC pipe
Balls of all types: ping pong, wiffle, golf, rubber, nerf, tennis, cotton
Wigs
Bells of all types: jingle bells, cow bells, wrist bells, ankle bells, etc.
Things to see through: eyeglasses, sunglasses, goggles, Plexiglas, Mylar, colored cellophane
Shaving cream
Confetti
Packing peanuts
Food coloring
Soap flakes
Cornmeal
Eyedroppers
Anything interesting that you'd like to share!!

Little Red Schoolhouse Rate Sheet '11-'12

Registration fee: \$100 for the 1st child, \$75 for 2nd child, and \$50 for the 3rd child. Registration fee is billed once a year on your September invoice.

Full day rates-billed per month

Drop-off time		9am	8:30am	8am
	Daily rate conversion			
5 days/week-	\$39	\$800	\$840	\$880
4 days/week-	\$41	\$676	\$710	\$742
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