

## **Birch School Policies**

### **Sign up, Cancellations, and Prepayment**

At Birch School, families set their schedules during the first week of the current month for the following month. I commit to holding spaces on the desired days, and parents commit to bringing their children. If a date needs to be canceled due to illness or other reason, parents are responsible for paying for the day unless I am able to fill the spot with another child. There is no reimbursement when I am unable to do this. If a child needs to cancel due to illness or otherwise, you are responsible for covering the cost of that day unless there is a child on the wait list for that day whom is able to fill the spot. In sum, *there is no reimbursement for cancellations.*

On your child's first day in a given month, please prepay with cash or check for the rest of the month. It is my hope that prepayment will save time and avoid confusion. In addition, I will be better able to let new parents know in advance if there are any openings that month.

### **Pick Up Policy**

Please do everything you can to pick up your children around 1:00 p.m. When traffic or other events make this not possible, there is a 10-minute grace period at no extra cost. After that, there will be these additional charges: 1:10 to 1:20, an extra \$10; 1:20 to 1:30 an extra \$20, and so on.

I often have commitments after school ends, and when families are late, it can affect my ability to be on time myself.

I would appreciate a telephone call if you know that you are delayed for any reason beyond 1:10 p.m. This will enable me to make necessary arrangements, and I will be better able to plan what to do with your children while we wait for you.

### **Arrival Time**

Please have your child join us between 9:00 – 9:30 a.m. so that s/he can participate in all of the planned activities. When there are conflicts that delay your child's arrival, or we have discussed a later drop-off time due to your morning routine, please try to be here by 9:45 a.m. at the latest, when we begin to gather as a group for Morning Cheers.

### **Monthly Themes**

We have a different theme for each month. Songs, art, activities, books, and dialogue around the current theme will be woven into our usual routines and rhythms. I will send out an email at the beginning of each month explaining the month's focus to help you understand when your child shares what we do at school.