*Welcome To Toddler Town*

*740 W Compton Blvd*

*Compton, Ca 90221*

Toddler Town welcomes all children regardless of race, creed or national origin. Our multi-age group provides unique learning opportunities for children ages two years through entry to first grade. Emphasis is on enjoying the planned environment, indoors and outdoors, by feeling free to explore a variety of activities. Experiences are planned to enable children to grow emotionally, socially, intellectually, physically and spiritually.

ATTENDANCE AND ABSENCE POLICY

Establishing good attendance and punctuality is important. These habits have a lifelong value. Please monitor the time your child goes to bed so that he or she will be well rested and ready to learn. When your child returns to school after an absence of one day or more, as a courtesy send a note explaining the reason and give it to the child’s teacher (more than 3 days requires a doctor’s note, if prior vacation was not approved).

SCHOOL UNIFORMS AND STUDENT DRESS STANDARDS

This school year we will again require our students to wear school uniforms. Boys uniforms consist of navy blue pants, red polo shirts, navy blue or red cardigan sweaters ***(shoes may vary).*** Girls uniforms consist of: Navy blue jumper or navy blue pants, red shirt, navy blue or red Cardigan sweater ***(shoes may vary)***. **All shoes no matter the season must be closed toe.** Items can be found at Target, Old Navy, Amazon, Walmart and more.

Registration

There is an annual registration fee that must accompany the registration form. This fee is $300 for the first child and $150 each additional child (if enrolled on the same day. All enrollment forms (including a physician's report must be completed and on file before a child can be enrolled.

Payment and Refund Policy

The registration fee and first month’s tuition payment are due at the time of enrollment. This will secure a child’s placement. Tuition payment is then due on the First of every month at the beginning of the day. Tuition is considered late if paid later than 11:00 a.m. There will be a 30-day notice if any rates change.

Upon enrollment all families are provided a Fee Policy & Financial Agreement. A rate increase of 5% will be applied each fiscal year on all tuition rates. New rates will take effect at the beginning of the fiscal year January 1. The new tuition fee schedule will be given to the parents at least 30 days’ notice in advance. As each month has a different number of school days, the monthly tuition fee is based on the whole month. When paying tuition weekly the payment will be due every **THURSDAY** at the start of the day for the following week. When paying bi-weekly the Tuition is due every other **THURSDAY** at the start of the day for the upcoming week. Checks should be made payable to: Toddler Town Child Enrichment Center.

A school calendar is issued at the beginning of each school year listing holidays and other days that We will be closed.

There are no refunds given for days missed and hours are not interchangeable. However, by notifying the director at least 2 weeks in advance of a vacation of two weeks or more, a child’s space can be reserved, and tuition reduced by half for the period that the child is away. Thirty day written notice must be given for withdrawal from Our daycare or a full month’s tuition will be charged.

Late Fees

*We charge a late fee of $1.00 per minute a child is present past their* ***contract hours*** *or past 7:00 pm. Fee is due immediately. Refusal to pay can result in termination.*

Dismissal/Termination

*We reserve the right to dismiss a child from attendance for any reason whatsoever, including, but not limited to, health, lack of adjustment to the preschool setting, behavior that disrupts the cooperative climate of the classroom or delinquency of the tuition account.*

I hereby grant permission for my child to use all the equipment and participate in all the activities. **Initials** \_\_\_\_\_\_

I understand that Toddler Town records are confidential. However, I may inspect and review all school records of my child and may request a copy of the material at any time. **Initials** \_\_\_\_\_\_

I understand that it is my responsibility as a parent/guardian of the Child to notify Toddler Town promptly of any changes in my address, telephone numbers and place of employment. **Initials** \_\_\_\_\_\_

I understand that I must sign my Child in/out daily with a complete signature. **Initials** \_\_\_\_\_\_

I understand that there is a $50 return check fee. **Initials** \_\_\_\_\_\_

I am aware that Toddler Town uses social media to communicate with parents and the community regarding the exciting work that we do. I give permission to Toddler Town Child Enrichment to use any photos or videos of my child for advertising purposes. **Initials:** yes I agree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ no I do not agree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Toddler Town may / may not share my contact information with other parents for the purpose of volunteering, play dates, parties, etc **circle and initial:**  YES / NO\_\_\_\_\_\_\_

Toddler Town Child Enrichment Center

Contracted Hours and Days

License #198401109

Telephone 310-627-9003

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Parent/Guardian Parent/Guardian

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Phone: Phone:

Name of Children Enrolled: Date of Birth:

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Please provide days and times of attendance: example Monday 6am-4pm Tuesday 7:30am - 5pm

Mon. \_\_\_\_\_\_\_\_\_ Tues. \_\_\_\_\_\_\_\_\_ Wed. \_\_\_\_\_\_\_\_ Thurs.\_\_\_\_\_\_\_ Fri. \_\_\_\_\_\_\_\_

**I am aware unauthorized time will be at a fee of $1 per minute before or after agreed hours.**

Parent Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Parent Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_