

# Playmates Learning Center and Sandlot Sports Policies

## Admission

Children who are admitted to our facility are on a two-week trial basis. During this two-week trial period, either party may decide that our environment is not the best fit for the child and the family may need to bring their child to a new learning environment.

## Payment Policy

The first monthly tuition payment is expected on the 12<sup>th</sup> day of August and on the 5th day of each month starting in September and ending on May 5th.

Billing is done on the weekend following each week of daycare. If you know your weekly payment, it would be appreciated on the Monday of the coming week. If you need to wait for billing, payment would be appreciated on the Monday following the week of daycare. You may pay by cash, check or by making an online payment. We can give you directions for creating an online account through our website. We accept Visa and Master Card.

## Photographs/ Videotaping

When children attend our facility, they may be photographed or videotaped to enhance the learning environment of our center. Occasionally, newspaper photographers visit the center in order to take photographs. Photos of activities for school events are sometimes placed in the classrooms, in books, on our website and sometimes submitted to local newspapers. If for any reason you do not want your child to be photographed or videotaped, please contact the Director in writing. If we do not hear from you, we will assume that you agree to allow your child to be photographed or videotaped if the occasion arises while they attend our facility during the school year and summer months.

## Change of Clothing

Sometimes young children have “accidents” while they are at our facility and may need assistance in changing their clothes. Our staff will provide this assistance unless you specify otherwise.

## Bullying/Harrassment

Students are expected to treat each other and all staff members with dignity and respect and are entitled to freedom from any kind of harassment. It should be clear that no form of hazing/bullying/harassment will be tolerated. Hazing/bullying/harassment is defined as unwelcome, harmful behavior towards another person. This behavior includes being annoying, bothersome, and/or physically or emotionally injurious.

Hazing/bullying/harassment can take the form of, but is not limited to verbal and/or written remarks, gestures, innuendoes, gossip, symbols, or physical contact. A person who feels he/she is a victim of harassment should bring the matter to the attention of a teacher or the Director.

I acknowledge that I have received a copy of the Playmates Learning Center Parent Information Package which includes stated policies.

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Parent or Guardian Signature

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Date