

# Rules & Regulations

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- ❑ I have read the entire parent handbook and will abide by all rules within the handbook.
  - ❑ All children must have a completed registration form up to date immunization form and a student physical in their file. (Yellow & blue forms)
  - ❑ All tuition fees are due on Monday, or the first day of the week your child attends school. On Tuesday at 6 p.m. your payment is considered late, on Wednesday we will add \$10.00, Thursday \$15.00 and Friday \$20.00, if tuition is late it must be paid in cash along with late fees.
  - ❑ Your child must be left with a staff member upon arrival, do not leave your child at the door to walk in by himself. Please notify the teacher if there are any changes or concerns.
  - ❑ Sick children must not be brought to the center, we have no facilities to care for sick children. We are here to secure the well being of our children as well as staff.
  - ❑ There will be no deduction made for sick days, legal holidays that fall on a school day or if you keep your child home with you. We will not pro-rate the tuition, you will have to pay in full.
  - ❑ Absolutely no toys, candy, gum or any other personal items allowed to be brought to school. Additional snacks are welcomed but can only be eaten during designated snack times
  - ❑ All children must wear socks, shoes or tennis shoes. Absolutely no flip flops, sandals or open toe shoes.
  - ❑ Any child that is not potty trained, the parents must provide us with wipes, disposable diapers and change of clothes. If not on table food the parent must also provide us with baby food.
  - ❑ Hours of operation are from 6:30 AM to 6:00 PM. If you arrive for pick up after 6:00 PM, a late fee will apply of \$1.00 per min/child after 6 p.m.
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- All full time students must arrive at the center no later than 9:00 AM, your cooperation is appreciated in this matter . It is very hard for the teacher to conduct class when she constantly has to stop. If your child has a Dr. appt. this will be the only exception to the rule. This being the case and your child will arrive after 10 a.m. you must call the center to be included for lunch if we don't receive a call you will have to provide your own lunch.
- Absolutely no children can be dropped off between 12-2 p.m.  
(This is the centers Nap time)
- All after schoolers must remain in school or at home until pickup. If a schooler did not go to school he/she can not be dropped off until 2:45 p.m.
- I give my son/daughter permission to attend any/ all fieldtrips at ACWLA. I understand that they will be transported or walked by a ACWLA Staff members.  
\*Please note: Children DO NOT start going on fieldtrips until they are in a Pre-K 3 class
- I give ACWLA permission to apply "Bug Spray" on my son/daughter as needed. I am aware that ACWLA does not provide the spray I will bring it in.

By signing below you are agreeing to all of the rules and regulations above and on the previous page. Please be sure to go over these rules with your children. Signing also acknowledges your understanding of the entire HANDBOOK.

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Parent Signature

Date

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Director Signature

Date

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# When a Child Misbehaves in Our School

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- ❑ Each class has class rules. The teacher goes over the class rules every day. When a child breaks a rule, he is reminded about the rule and the reason for the rule.
- ❑ If negative action continues we will remove the child from the group. The thinking chair will apply (depending on the age ) for no more than one minute per age #.
- ❑ (ex: 2 yr old = 2 min, 3 year =3 min)
- ❑ If it continues further, we will take privileges away and if necessary we will speak to the child's parents. We will do this together with the child, so that the child's parents become aware of a possible problem and at the same time to show the child that his actions are a concern to those who love him and that there is a consistency between home and school.
- ❑ A plan of improvement will be created.
- ❑ If the problem continues and the child shows no intentions to change, we will have a conference with the parent and the child. At this time the child could be suspended from one to three days, depending on how severe the problem is. If it continues, we will have no other alternative than to ask the parent to remove the child from our academy.

Please remember, together we stand strong and we will build a solid foundation for our children: "For our children are the future".

By signing below you are acknowledging our disciplinary plan and agree to help your child abide by the rules.

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Parent Signature

Date

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