

# Les P'tits Copains French Preschool



2327 S. Norfolk Street  
San Mateo, CA 94403

## 2018 – 2019 Policies and Procedures

### **Our Mission**

To build an early foundation of knowledge and skills by providing stimulating opportunities for children to grow and find learn in a safe caring preschool environment.

### **Our Philosophy**

Every child has the ability to learn. The sooner we begin their formal instruction, the further they can go.

### **Hours Of Operation**

**Monday** 8:30 am to 5:00 pm  
**Tuesday** 8:30 am to 5:00 pm  
**Wednesday** 8:30 am to 5:00 pm  
**Thursday** 8:30 am to 5:00 pm

**Friday** 8:30 am to 5:00 pm  
**Saturday** Closed  
**Sunday** Closed

**Our doors open at 8:30 am. Please plan on arriving no earlier than 8:25 am.**

*Please check all the days and times your child will be attending:*

	Mon	Tue	Wed	Thu	Fri
Half-day (8:30 am - 12:30 pm)					
Full-day (8:30 am- 5:00 pm)					

### **Communication:**

Non-urgent communication should be addressed by email. Changes regarding pick-up/ drop-off or any other urgent matter should be address by text message or a phone call to the cell phone number mentioned above. Please save that number in your own cell phone since it will be used to reach out to you in case of emergency.

### **Absences:**

If you plan to keep your child home due to illness, or any other reason, please notify me no later than your regular drop off time. I also expect to be notified if you anticipate being late in dropping off your child in the morning.

### **Appointments and early pick-ups:**

Please notify me when you drop your child off in the morning if you will be picking your child up early that day, or if your child has an appointment and will be leaving, and returning again later in the day.

### **Termination**

Either the parent or provider has the right to terminate service for any reason, providing a 3 weeks written notice is given.

### **Holidays and Vacation**

Les P'tits Copains is closed in July. Monthly tuition is not due in July.

Additionally, Les P'tits Copains will be closed during the following paid holidays and breaks:

- June 29th - Summer Break
- August 6th - School starts
- September 3rd - Labor Day
- November 12th - Veterans Day
- November 22nd and 23rd - Thanksgiving
- December 24th - January 7th
- January 21th - Martin Luther King Day
- February 18th - Presidents Day
- April 1st to 8th - Spring Break
- May 27th - Memorial Day
- June 28th - Summer Break

### **Meals**

Les P'tits Copains provides breakfast (until 8:45am) a lunch, one morning snack and an afternoon snack each day. If your child has any food allergies, or other special dietary needs, please let me know.

### **Supplies**

Parents are required to provide and update when necessary a full change of clothes. Les P'tits Copains will provide diapers for all non-potty trained children.

### **Parent Involvement**

Teachers work in partnership with families, establishing and maintaining regular, ongoing, two-way communication. Parents are encouraged to participate in classroom activities and get involved in special projects with the class.

### **Immunizations**

Complete Immunization records must be on file prior to your child's first day of enrollment.

### **Illness**

If your child has any of the following illnesses or conditions, you must keep your child home:

- |  |  |
|--|--|
| * A temperature above 100° F                 | * Eye infection                            |
| * Vomiting (2 or more times in 24 hours)     | * Sore throat                              |
| * Diarrhea (3 or more watery stools in 24 h) | * Severe uncontrolled coughing or wheezing |
| * A rash or nits                             | * Any communicable-disease                 |

\* If it's clear your child is just not feeling good

Depending upon the illness, you may be required to obtain a doctor's note before your child returns to preschool.

**Medications**

Any medication must be in the original bottle or container and must include the original prescription label and instructions. Les P'tits Copains will not administer any medications without written consent from a child's parent (consent form are available upon request).

**Tuition Fees**

	2 days per week	3 days per week	4 days per week	5 days per week
Half-day (8:30 am-12:30pm)	\$700 /month	\$950 /month	\$1,100 /month	\$1,250 /month
Full-day (8:30 am-5pm)	\$900 /month	\$1,250 /month	\$1,400 /month	\$1,550 /month

- Tuition is due by the 5<sup>th</sup> of each month
- Sibling discount: 10% discount on the total of the tuitions.
- There is a minimum attendance of 2 half-days per week
- The full monthly rate is due whether or not your child is absent. (This includes all paid holidays listed above)

**Material & Registration Fee**

An annual registration & material fee of \$100 is due at enrollment and is non-refundable.

**Deposit**

A half-month tuition is required to secure enrollment. This amount will be applied toward the first month's tuition. The deposit will be refunded if a 3-week written notice is given before you withdraw your child.

**Methods of payment**

Parents may pay for tuition:

- in cash
- personal/electronic check (service fee of \$25 will be assessed for any returned check)
- bank transfer

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We have read and agree to the terms outlines in the above Parent / Provider contract.

Signatures of Parents or Guardians:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**STATEMENT OF NON-DISCRIMINATION**

In accordance with federal law, Les P'tits Copains is committed to a policy of non-discrimination on the basis of race, creed, color, national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family relationship and disability.