

Liberty Learning Center
Page 14

ALL Preschool and Pre-K students must have the Flu Shot vaccination in the Fall!!

Vacation Policy: All full time childcare students are entitled to two (2) weeks of vacation without tuition payments requires. Full time children may take 2 weeks per calendar year with prior notice.

Pre-K, Preschool, and Before and After school students may take vacation any time, but are still responsible for the monthly fee. We will do everything possible to enable your child to make up missed days. Your child will also be able to make up sick days.

However, there will be no make-up days for holidays or Child Care Only days.

Snow Days: NO reduction or refund of tuition will be given for snow days. Liberty Learning Center follows the Great Meadows School decision on snow day procedures. Whenever possible, Childcare will remain open even if classes are cancelled.

We will be available for early dismissals whenever possible. We will contact every parent when there is an early dismissal so that you have the option to pick up your child or leave him/her with us. Check our voice mail, WRNJ Radio "Operation Snowflake" for information. Also a text will be sent to your cell phone and you will get an email.

Payments: All payments are due on the first of the month. Each family must have a credit card on file. Account Statements will be in your child's mailbox by the 28th of the preceding month for your review. A late charge of \$25 will be assessed if payment is not received by the 7th of the month and your payment will go immediately to your credit card. Attendance will be suspended for children whose families' account is not settled by the last day of any month.

Absences: Please call us if your child is going to be absent. We are accountable for every child and need to know why your child is absent. If your child will be taking the bus to LLC, we need to know whether to expect him or her...or not.

Phone Calls: Phone calls received between the hours of 9:00 AM and 12:00 PM will be answered by the voice mail system so that we are not interrupted during class time. If there is an emergency, please use our *emergency only* number, 908-852-1228.

Toys: Please do not allow your child to bring toys to school. Using the toys we have saves hard feelings while eliminating confusion and disappointments. We will have many **Show and Tell** days for special toys from home.

Snacks: We provide 2 nutritious snacks a day. If you are sending a snack/birthday treat. **Please** do not send candy or chocolate or any peanut products. Thank you in advance for those of you who send in snacks and drinks now and then ☺!!