

HARMONY ACADEMY
583 Harmony School Rd
Jasper, GA 30143
(706) 253-KIDS

PARENT POLICIES AND PROCEDURES

CENTER OPERATIONS

We are open for operation between the hours of 6:00 A.M. and 6:00 P.M., Monday through Friday. We ask that parents with fluctuating schedules inform us in a timely manner. Schedules are needed in order to manage the teacher/child ratio required by the state. We operate year round with the following holiday closings:

- New Years Day
- Memorial Day
- July 4th
- Labor Day
- Thursday and Friday for Thanksgiving
- Christmas Eve and Christmas Day

If any of these holidays fall on a weekend, the Director will give a weeks notice to which day the center will close.

In the event of inclement weather, the center will be open if travel poses no severe risk. In the event of icy, impassible roads, the center may choose to open at a later time. Any closings or delays will be announced on the local radio station—WLJA, as well as WSB TV Channel 2. You may also call the center to get updated recordings.

We are authorized to serve a licensed capacity of 178 ranging in age from zero (0) weeks to twelve (12) years.

ADMISSION REQUIREMENTS

Our center requires all necessary forms for an applicant be complete and on file before any child can be accepted. These forms will include:

- Identifying information about the child and parent(s)/legal guardians
- Name and address of the person(s) to whom the child may be released
- Emergency contact information
- Evidence of immunizations or a signed affidavit against such immunizations
- Authorization to obtain emergency medical care
- Statement of any known allergies or other physical problems or disabilities
- Parental responsibilities for supplying and maintaining accurate required records
- Parental responsibilities for escorting the child to and from the center
- Acceptance of fee schedule
- A copy of each parents drivers license

ENROLLMENT FORMS

Before a child is admitted for care into Harmony Academy, the provider must receive all required paperwork. We will not assume care of your child (ren) if necessary paperwork, fees, and supplies are not received. All information will be kept confidential and is for our records only. Below is a checklist of necessary paperwork and supplies you will need to bring with your child on his/her first day.

Completed Forms

- child enrollment application
- parental agreement
- authorization for emergency medical care
- infant feeding plan (if applicable)
- immunization record (Form 3231)

Supplies

- complete change of clothes (weather appropriate), two sets of clothing is required for children potty training
- diapers/pull-ups
- wipes
- comfort item for nap time if needed (must fit in cubby)

Health Forms

Parents will need to provide evidence of age appropriate immunizations for their child on form 3231, as required by the Georgia Department of Human Resources. Parents are also required to maintain these immunizations and provide updated forms while enrolled at Harmony Academy.

Signed Contract & Policy Handbook Agreement

Before a child is admitted for care the provider must receive a signed Parental Agreement form. This form should be included in the information packet.

TYPICAL DAYTIME SCHEDULE

One of the requirements of Harmony Academy is that children ages one and up arrive by 9:00 a.m. This is due to the class scheduling and alleviating as much disruption as possible. All classrooms begin daily activities at 9:00 and we want the children to participate as much as possible. We do understand however, that sometimes doctor's appointments or emergencies prevent normal drop off. Please notify us if you are going to be later than 9:00 a.m. Although each classroom's daily schedule varies, activities alternate between quiet and active, free play, and total group experiences. Daily lesson plans are posted in classrooms for Toddlers 1 and up. Infant schedules are at each baby's preference. If you have any questions about your child's schedule, please refer to your classroom teacher. Although we do ask for parent involvement and participation here at our center, please be courteous of our daily schedules and allow our staff to maintain the normal routine of each class. Studies show that routine and consistency are imperative for a child's learning habits.

WHAT TO BRING FROM HOME

Infants: premixed, ready to feed bottles with lids labeled with first and last name, baby food, extra formula in case child takes all of premixed bottles, labeled pacifiers, disposable diapers, wipes, several changes of clothing, security items, family photo

Toddlers: labeled pacifiers, disposable diapers, wipes, several changes of clothing, family photo

Preschoolers: change of clothes, family photo

WHAT NOT TO BRING FROM HOME

Toys, candy, chewing gum, anything unlabeled, diaper bags, food/snacks, drinks.

PROGRAM DESCRIPTIONS

The Infant Program

Our program for infants sets its pace around the needs and unique differences of each child. Our younger infants have a “primary” caregiver who centers her day around the schedules of those for whom she cares. This care, while meeting basic needs for food, diapering and adequate rest; goes beyond that. This keen observer plans and enhances the interactions and activities the infant’s behavior is identifying.

Routines are the curriculum for an infant’s day. Every moment of a young child’s day offers opportunities for learning. The skilled educator catches these moments and helps each baby establish trust, discover and feel good about herself, tackle a motor task, realize the power of language, and begin to understand this strange new world from many angles. This is accomplished as each teacher keys into the verbal and nonverbal messages the child is sending.

An infant teacher, with the education and understanding of early childhood development, knows that rich verbal interactions with children help them to understand that language is a tool for identifying and expressing their needs, ideas, and feelings in later life. Each of our caregivers accepts that infants developmentally need to explore the world through mouthing and touching and allows for this, viewing it as a valuable learning experience. This teacher is alert to the need for proper sanitation measures and follows them consistently and conscientiously. As the trained adult looks at the environment, she views it from the child’s eye and creates a cozy, inviting, and stimulating place for children. She understands that what is made available for children to use depends on who the children are and what their needs are developmentally. This might necessitate frequent rotation of toys to “keep up” with a growing child, or prompt a teacher to make a toy that focuses on the child’s interest or need.

Infants need to view the world from many angles, and are allowed that experience. This includes crawling, being carried, stroller rides, outdoor play, climbing, and rocking so that various perspectives are gained. Diaper changing, feeding, and other routines are viewed as vital times for communication, self discovery, and socializing. They are encouraged to feed themselves despite the messiness that accompanies this activity. While being supportive of infants in their quest for competence, our teachers look to the parents as the best resource in working with their children. Early childhood educators view themselves as professionals with children and with parents.

Overall, you can be reassured as a parent that your child will be treated with the utmost care and concern and will receive all of the love and attention every child deserves.

The Toddler Program

In providing a program for toddlers, our teachers understand that these children learn with their whole bodies. They learn more by doing than by being told. Toddlers discover their world on a physical level, so it is expected that they will prefer walking, climbing, carrying objects, dumping, or dropping objects to sitting, picking up toys, or playing only in a designated space. These large muscle activities are the legitimate activity of toddler hood.

In planning for toddlers, our educators are prepared to be flexible and spontaneous. Because they are active explorers, toddlers are eager to try new things and use materials in different ways. Toddlers are working on becoming independent. The educated teacher respects this and allows opportunities for the child to be responsible and to make choices. This teacher also understands why certain behaviors must be limited, and sets limits that are fair and consistent. Expectations for behaviors are developmentally appropriate and allow the child to be challenged yet to feel support from the teacher. Consequently, frustration is kept to a minimum and the child's dignity and self-concept remain in tact.

Our teachers, with patience, warmth and respect, redirect toddlers to help guide them toward controlling their impulses and behaviors. The teacher draws more attention to a child's appropriate behavior than to the inappropriate because she understands that toddlers will act in the way that draws the most attention. Constant testing and expression of opposition are viewed as the child's development of a healthy sense of self. The teacher accepts this and offers positively worded directions to avoid getting into power struggles. The teacher views herself as a model for how she wants the children to develop. She does this in her verbal interactions, because she understands that toddlers lack the skills to cope with frustrating situations and might act out in a physical way without her guidance.

The teacher recognizes that routine times are important moments to help children learn about themselves and others. An early childhood educator views play as valuable, and facilitates this so that children stay interested and move from simple to more complex aspects of their play. The classroom includes materials for children to engage in imaginative play, appropriate art experiences for creative exploration, various manipulatives to develop cognitive and physical skills, as well as building blocks, music, and books. The environment allows for the children to choose activities and respects their need for ample time to use and reuse activities, because repeated experiences foster competence. The setting is stimulating and inviting. It offers comfortable spaces for privacy and for interacting in small groups. Children's art is displayed proudly and respected for what it is. The little ones are encouraged by a knowing adult to care for the belongings and the environment in ways they can handle. The teacher creates and adapts the environment and activities to meet the children's changing needs from day to day.

The Preschooler Program

Preschoolers are usually most responsive to activities in which they are involved in a "hands-on" manner. Our teachers accept that and design their classroom spaces with "learning stations" at which children can freely choose whether to participate or not and for how long. Our quality staff rotates and adds materials frequently to maintain and extend the child's interest. Often our teachers create their own games and materials if commercial ones do not offer the challenge needed, or do not reflect the interests of the children. Young children seem to learn best when trained teachers build on the interests and abilities of the children. This reflects the currently recognized theory that endorses non-pressured, child-centered activities guided by an adult with a solid child development base and strong problem-solving skills. In such a program, parents truly become partners with the professional staff. Information or discoveries about the child's development are mutually shared, resulting in a program tailored to the individual child.

The preschool curriculum includes activities centering on communication, science, math, social studies, music, art, and large and small motor development. An enrichment program that includes hands-on

activities and outside visitors is offered. Dramatic play opportunities reinforce learning of practical life experiences.

LANGUAGE/COMMUNICATION—The whole language approach is our model. This is one in which children are exposed to print and language that is integrated into each activity center.

SCIENCE—Open-ended questions by the trained teacher help the children learn how to question . . . how to be thinkers. Hands-on activities include using simple machines, sensory table play, plant and animal life.

MATH—Activities include concepts of introductory geometry, classification, sets, number, quantity, length, weight, use of simple graphs, simple addition/subtraction (more/less), and money.

SOCIAL STUDIES—Learning about the “world around us” is the focus of this curriculum area. We study locations around the world and relate them to the different occupations and environments.

MUSIC—Exposure to and involvement with simple rhythm instruments is part of our music program. Rhythms are also “practiced” by the learning of songs and finger plays.

ART—Exploratory, sensory art activities help the child experience a variety of media. Collages and creating mobiles are offered. Paints, chalk, pencils, paper, markers, glue, paste, and play dough are all available in a “free choice” activity center for the children to use as they wish.

LARGE MOTOR—Movement activities including free dance, parachute handling, climbing, crawling, running, and balancing are just a small part of the large motor program.

SMALL MOTOR—From the handling of simple tools to completing pegboards, children are continually offered opportunities to develop their smaller muscles, an important prerequisite for writing.

VISITORS—Occasional classroom visitors will be invited in for various demonstrations such as local fire fighters and police. Parents are welcome to offer any suggestions they may have as well.

DRAMATIC PLAY—From “playing house” to being a cashier in a pretend grocery store to repairing cardboard automobiles in a child-sized garage, the children are able to practice roles that productive adults have.

HEALTH

Our center operates for well children and staff only. Children who are mildly ill (e.g., minor cold symptoms) may remain at the center only with an Administrator’s approval. Children should be fully able to participate in all activities, including outdoor play. If your child cannot participate in outdoor play, a doctor’s note must be provided per state regulations. Parents should provide appropriate changes of clothing so children do not become either chilled or overheated. Warm pants, boots, and gloves are needed for cold days. Light weight, light colored clothing is best for hot days. Light sweaters or jackets should be made available as well. For summer wear, sandals are permitted; however, flip-flops sometimes create a hazard and should not be worn. Sunscreens may be applied by staff, with the written permission of the parent on a center-supplied form.

Should any child become ill during the course of the day especially with diarrhea, vomiting, fever or “flu-like” symptoms, the parents will be asked to remove their child from Harmony Academy and to do so promptly. **PARENTS ARE REQUIRED TO PICK UP THEIR CHILD WITHIN ONE (1) HOUR**

OF BEING CALLED BY THE PROVIDER. If your child becomes ill, we will keep him/her in isolation until a parent or guardian arrives. Your child may not return until they are symptom/fever free (without medication) and eating normally for 24 hours.

Any child who has seen a physician and has been prescribed an antibiotic for an illness will not be accepted into care until the child has been on medication for 24 hours unless the physician has given a note stating that the child's return poses no risk to others at the center.

Please notify Harmony Academy if your child has been exposed to a contagious disease. This protects your child, and the other children and teachers in our center. If your child is exposed to any communicable disease while at Harmony Academy, we will notify you as soon as we become aware.

We can refuse to serve any child with:

- a fever of 101° F or above
- a skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
- diarrhea and/or vomiting three or more times in a day
- evidence of head lice or other parasites
- severe coughing
- rapid or difficult breathing
- yellowish skin or eyes
- conjunctivitis (pink eye)
- unusually dark urine and/or gray or white stool
- sore throat or difficulty swallowing
- stiff neck
- infected skin patches
- evidence of infection
- a moist or open cold sore

Children may be readmitted:

- with a physician's statement that the child is free from communicable disease; and that returning poses no risk to the child or others.
- OR**
- if visibly free from communicable disease, fever free without benefit of fever reducing medications for 24 hours, and free of vomiting/diarrhea for 24 hours while on a normal diet.

The center retains the right to continue to exclude a child despite a physician's statement if that statement contradicts the center's policies. Staff with symptoms of illness will remain away from the center.

Our staff members have special training in recognizing communicable diseases. Our staff relies on their training, as well as the disease chart posted in the lobby area to determine indicated diseases. We follow strict hand-washing and disinfection procedures. The disinfectant policy is posted in the classroom and reviewed with any adult working in that area.

MEDICATION ADMINISTRATION POLICY

Medication is given only if parents sign a center-supplied permission form which can be obtained in the lobby area. Prescription medication must have a prescription label with the child's name and date on it and be in the original container. The authorization form must be filled out entirely including child's full name,

name of medication, prescription number, if any, dosage, the dates to be given, the time of day medication is to be dispensed, and the signature of parent. Please include your child's medicine dropper with any medication being dispensed. Medical samples and over-the-counter oral medicines MUST have a written note from the doctor as well as a parent-signed form. A permission form must be renewed with every new prescription and each child within a single family. Any medications being dispensed only twice a day should be dispensed at home before and after arrival. Any maintenance medications should also be dispensed at home.

If the child refuses to take medication, the parent may be notified and asked to come administer the medication. Medication should be given at home whenever possible especially eye drops and nebulizer treatments. Any medication necessary should be brought every day as needed and taken home at the end of each day.

Should any child have an adverse reaction to any medication dispensed requiring medical attention, 911 will be called and parents will be notified immediately. If the child presents with a non severe reaction that does not require medical care, the parents will be notified as to the reaction that occurred, along with the amount dispensed and time given.

NUTRITION

We provide nutritionally balanced breakfasts, snacks, and lunches. Menus are posted by each room and online. We encourage the children to have a "hello" bite, that is—to try a taste of everything. Food will be offered to your child, but your child will not be forced to eat. Seconds are offered to the children. Meal time is used for a lesson time, teaching the children manners, nutrition; and that meal times are relaxed times; rich with conversation and fellowship.

Please do not bring food, drink, gum, or candy from home. Food brought from home will be put away until it is time to leave. If you would like to bring a snack to share with your child's entire class, please notify the teacher ahead of time so that we may plan it with the day's activities.

If a child's diet must be modified for health reasons, a physician's written explanation is required. If a child's diet is modified for cultural or religious reasons, the parent is asked to put the request in writing, and will be required to provide supplemental foods.

QUIET TIME/REST PERIOD

All children under the age of five are required by state regulations to have at least one (1) hour of sleep/rest period during the day. If you must pick up your child during quiet time, please notify Harmony Academy in advance so that we may wake your child and have them ready for your arrival. This will prevent disturbing the other children who may be napping. Please see your child's class schedule for the designated rest period.

SAFETY

We ask that parents closely supervise their children in the driveway, lobbies, and elsewhere in the center. It is recommended that children exit from cars and be offered a hand to hold. When departing from the center, please resist having the children run to the car without someone guiding them through the parking area. Your child will need to be escorted to and from the classroom either by you the parent, or a member of our staff. It is normal for some children to have difficulty separating from parents in the morning. Please be very brief during these transition times. The longer you prolong the departure, the harder it gets

for the child to settle in to a routine. A smile, a cheerful goodbye kiss, and a reassuring word that you will return will help your child accept this new challenge.

Authorized persons will be registered in our database so that children can be signed in and out everyday using a fingerprint touch pad. This is extremely important since this list is used to check attendance during emergency drills or other events. Children are released only to persons for whom the staff has written permission from the parents. Parents should provide us with the information for any person designated to pick up a child. We will ask for photo identification.

No child is ever left alone or unsupervised. At arrival, parents are asked to escort your child to the classroom and make sure the teacher on duty acknowledges your arrival. Parents are permitted access to the center at any time during business hours, including nap times and preadmission tours or observations. This may have restrictions during certain events such as flu season or in the event of a pandemic. The center is also monitored indoors and outdoors by camera and audio surveillance.

EMERGENCIES

Emergency drills are held at varying times and documented by the Director's office. The following procedures are rehearsed:

FIRE:--Staff members remain calm and reassure the children. The person noting the fire sounds the alarm and calls the fire department. Staff members escort all children to the nearest exit, account for all children while on the playground; and finally gather in the front parking lot away from the building. Infants are placed in an emergency evacuation crib, wheeled out the nearest exit and gather in the front parking lot. The staff takes attendance which is compared to the daily log-in sheets. The administrators check classrooms, bathrooms, kitchen, playgrounds, and all other areas for anyone that might be left behind.

SEVERE WEATHER:--The center monitors the weather closely using weather radios and dopplar radar. In the event of severe weather, the staff members remain calm and reassure children. If warnings are issued, children are escorted to the inner hallway and kept away from windows. Staff may bring books or manipulative games for the children. Parents who arrive to take their children are strongly encouraged to remain at the center until the weather alert has been lifted.

ACCIDENT:--First aid boxes are kept in the Director's office, the kitchen, and the supply room. Emergency numbers for children and staff are maintained in a secured filing cabinet in the Director's office. Our staff is first aid and CPR certified. If someone is injured, they are first evaluated and a determination is made whether to treat them at the center (minor cuts or abrasions, etc) or to send them for further care. If emergency medical care is needed, 911 will be called and the child will be taken by ambulance to Piedmont Mountainside. Children not requiring treatment or observation remain supervised and reassured that their friend is being well cared for.

The center obtains written emergency transportation authorization from each parent or guardian before the child begins attending the program. We will not accept any children whose parents or guardians refuse to grant permission for emergency transportation. In a serious emergency, 911 is called and the parents are notified immediately. When going for treatment, a staff member will go with the child and take the child's complete file and injury report form (if applicable). This contains a summary of the child's medical history, as well as medical emergency permission forms. The staff person remains at the hospital until the parent arrives.

Emergency closings may occur when weather is so severe that traveling is too dangerous for employees and parents. Other emergencies that may warrant a closing would be a problem with our physical plant, or if the Board of Health orders closure for disease control. Each of these instances is highly unlikely.

CHILD ABUSE REPORTING

Harmony Academy employees are mandated reporters and are required by state law to report any incidences of suspected child abuse or domestic violence. Our first concern is the safety of your child, and if we suspect he/she has been subjected to abuse, a report will be made to the proper authorities.

BEHAVIOR MANAGEMENT

The state of Georgia requires that parents be notified in writing of the disciplinary practices used while in care prior to admission.

Harmony Academy prohibits spanking or any other form of physical punishment. Discipline will not be associated with food, rest, or toileting. Children shall not be subjected to discipline that is severe, humiliating or frightening. The goal of discipline is to help each child understand why we should act and behave in certain ways. This is very time consuming and is important that we remain realistic and patient in the expectation of the behavior of each child. Our staff must take into consideration the child's developmental age and stage of childhood.

Harmony Academy has facility rules to ensure safety, comfort and happiness for all. We like using positive discipline and guidance based on individual needs and development. When needed, brief supervised "time-outs" will be used. The child will remain in a designated "time-out" spot equaling one minute for each year of age. Our staff may also use redirection which takes the attention from what the child is doing and placing the focus onto something the child may find more interesting. For the older children who may understand consequences, certain privileges may be removed.

Our staff will do our best to let you know of continuous behavior problems if they cannot be resolved. If there are any problems that concern you as a parent or the safety of other children in the center, please discuss them with a member of management openly and honestly. Comments and suggestions are always welcome.

The following rules have been established for protection and safety in the childcare facility:

- no running indoors
- no screaming
- no throwing
- no chewing gum
- no climbing, standing, or jumping on the furniture
- no hurtful name-calling or offensive language
- be respectful of others and their property
- no biting

Biting will not be tolerated and to ensure the safety of the children at Harmony Academy, we will enforce a strict biting policy. If a child bites or begins to bite they will have two weeks to correct the aggressive behavior or childcare services will no longer be provided.

We understand that biting in young children is typical in normal early childhood development. However, we do believe it is in the best interest of the children placed in our care to set limits for aggressive behaviors such as biting. Some children bite due to anger, frustration, fear, teething, attention, reaction, or curiosity. It is our goal to recognize what triggers a child to bite and redirect that child before the incident occurs. In the event we are unable to intervene the following steps will take place:

- The teacher will first attend to the bitten child by comforting and then cleaning the bitten area with soap and water. Ice will be applied if bruising occurs.
- The child who did the biting will be removed from the setting and in an age appropriate manner; we will explain that this type of behavior is unacceptable.
- The incident will be documented on an accident/incident form that will be signed by the parent of the biter and the administrator. The form will be placed in the child's file.
- Harmony Academy cannot identify the child who did the biting to the parents of the bitten child and cannot give out medical or other information on the biter.
- Parents will be asked to work with their child in discouraging this type of aggressive behavior.

TERMINATION POLICY

A two week written notice is required to withdraw your child from Harmony Academy. If less than two weeks notice is given, payment in full for two weeks is still expected even if your child does not attend.

In the event that Harmony Academy should ever find it necessary to end our agreement, the parent will be given a two week written notice as well. Except for reasons such as, but not limited to:

- destructive uncontrollable or violent behaviors
- habitual tardiness in pick up of child
- lateness of payment or nonpayment
- lack of parental cooperation
- failure to maintain required records and supplies for children

These situations will be grounds for immediate termination. If it becomes necessary for Harmony Academy to resort to legal action to collect fees, the parent(s) will be responsible for any legal fees incurred.

TUITION PAYMENTS AND FEES

Harmony Academy offers several payment options including Tuition Express, credit cards, cash, or check. Tuition Express, part of our ProCare Software management system, will allow us to process tuition and fee payments safely, quickly and efficiently. In a matter of minutes we will accomplish what normally takes hours to complete—leaving us more time to spend with your children.

Once enrolled in Tuition Express, your tuition payments will be paid automatically and on a schedule that we both agree upon. Harmony Academy can produce a receipt for the payment or you can receive instant email notification by signing up at www.tuitionexpress.com.

Your personal account information is safe with Tuition Express—safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft. By using Tuition Express, we can offer a service that is convenient for you, efficient for us, but best for your children. Hopefully, together we can keep the cost of tuition down as much as possible.

Credit cards accepted are Visa, MasterCard, AMEX, and Discover. We do charge a 3% fee for credit card payments due to the expense of processing. And of course, we accept personal checks or cash. When

paying by cash, please be sure to give the cash to the Director, Assistant Director, or Receptionist and a receipt will be made for your records.

Full-time after school requires a contract stating you will pay no less than \$50.00 a week regardless of the days actually served. If additional time is needed for half days or in-service days, that will be billed day by day. This is due to the limited number of spaces available for after school care. Summer applications will be taken prior to the end of school and limited spaces will be available for it as well.

Tuition is due on Friday before the week of care, and past due after Monday unless other arrangements have been scheduled through Tuition Express or the Director. There will be a late fee assessed for payments received after Monday. Please refer to the OTHER FEES section below.

PAYMENT SCHEDULE FOR FULL TIME ENROLLMENT

AGE GROUP	WEEKLY PAYMENT
Six (6) weeks to twelve (12) months Non-walking	165.00
Twelve (12) months to twenty-four (24) months- walking & weaned from bottle	160.00
Twenty-four (24) months to thirty-six (36) months	160.00
Thirty-six (36) months to five (5) years	155.00

AFTER SCHOOL AND STUDENT RATES

AGE	WEEKLY PAYMENT
Lottery funded Pre- K extended care	70.00/week
After school	60.00/week
Before and after school	80.00/week
In-service days and holidays	31.00/day
Summer camp	170.00/week
Before School	30.00/week

NO DEDUCTIONS OR REFUNDS WILL BE MADE FOR DAYS THAT YOUR CHILD IS SICK OR ABSENT.

Rates effective January 1, 2024

PARENT VACATIONS

Each family will receive one (1) free week of tuition every twelve (12) months after twelve (12) consecutive full time months of enrollment. **This does mean that your child will not be here.** Please notify Harmony Academy at least two weeks in advance if your child will be absent due to family vacation in order to receive your free tuition.

OTHER FEES

Enrollment fee	\$65.00 per child, maximum \$100.00 per household
Check return	\$35.00 fee per occurrence
Tuition Express return	\$35.00 fee per occurrence, draft will be ran until monies are received including the service charge
Late payment fee	\$5 per day for each day late after Monday
Late pick-up fee	\$10.00 one (1) to fifteen (15) minutes, \$1.00 per minute thereafter
Drop-in fee	\$45.00 per day
Card transaction fee	4% will be added for each individual transaction processed