

# MILESTONE ACADEMY

**Milestone Academy would like to say thanks for choosing Milestone for your child's early developmental needs**

## **Please be advised:**

- Hours of Operation are from 6:30 A.M. to 5:00 P.M.
  - Milestone Academy closes at 5:00 P.M., at 5:01 P.M. **a late fee of \$5.00 for the first minute** will be enforced and an additional **\$1.00 per minute** will be added. *The late fee applies to **each child** left after 5:00 P.M.*
  - The late fee will be due at the time your child is picked up.
  - Your child will not be permitted to return to daycare until the late fee is paid in full.
- Breakfast is served daily from 7:00 A.M. to 8:30 A.M.
  - If your child arrives after 8:30 A.M., please ensure that he/she has already eaten breakfast.
  - No outside food will be permitted**
- Milestone Academy participates in the Child Care Food Program and we serve breakfast, lunch and an afternoon snack for all participants.
- Classes will begin promptly at 8:30 A.M., therefore all **children must be present by 9:00 A.M.**
- Weekly tuition is due **every Monday** when your child is dropped off.
  - If fees are not paid at that time, there will be a \$10.00 late fee, per child.
  - If fees are not paid by Tuesday your child will not be allowed to return until **ALL** fees are paid in full
  - Fees are due **every week** whether your child is present or not, whether the center is open or closed (Due to Holidays). Refusal to pay your child's weekly fee will result in your child's termination.
    - Acceptable methods of payment are Credit, Debit, Cash, Check or Money Order Online via Procure.com. There will be a \$35.00 fee for any returned check in addition to late fees.
- A fee of \$50.00 will be due by the 15<sup>th</sup> of January and the 15<sup>th</sup> August for supplies (wipes, Kleenex, hand soap, hand sanitizer, arts and crafts, etc.).
- If your child has a nasal infection of any sort (that includes, but is not limited to yellow or green mucus), a fever of 101 degrees or higher, unexplained rash (including ringworms) or diarrhea, pink eye, he/she will not be allowed to return to daycare until the symptoms have been gone for at least 48 hours. If the child is seen by a physician for such illnesses a signed Doctor's excuse will be required before the child is allowed to return to daycare.
- Please bring a crib sheet and a blanket for nap time, as well as a second set of clothing in case of accidents.
  - Please be sure to write your child's name on all of his/her belongings that will be left at the daycare.
  - Parents will be responsible for washing the child's sheet and blanket every Friday, as this will minimize the likelihood of germs.

9. When dropping off your child, please give a quick “good-bye” as this will aid in the separation anxiety faced by children and will help to foster an orderly environment.

I have read, understand, and am willing to abide by the terms of my child’s enrollment at Milestone Academy

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(Parent / Guardian)

