

## Seedlings Policies



**Enrollment** - Space in the program is limited and is on a first come, first served basis. Registration forms must be turned into the nursery staff to reserve your space. Previous enrollment in this program does not guarantee a space for your child in future sessions. Only registered children may attend. Children must be walkers, nap independent and comfortable being away from parents/guardians for an extended period of time. Seedlings accepts children ages 15 months - 5 years.

Child MUST be nap independent during Seedlings hours. Child MUST be able to self soothe and be away from their parent for the length of the class. Parents WILL be called if child is inconsolable.

**Drop off/Pick up** - The program begins at 8:30 am and ends promptly at 11:30 am. However, you may drop off as early as 8:15 am and pick up any time between those hours. A late fee of \$5 will be charged for every ten minutes your child is present after 11:30 am. Excessive late pick-ups will result in loss of future program availability.

**Cost/Payment** - The *nonrefundable* program fee is per child is due at the time of registration & up to the 1<sup>st</sup> day of class. A 10% discount may apply for siblings based on each 10 week session payable on or before the first day of the session. There are sessions throughout the year. Summer session lengths and days may vary. Payments of cash or check (made out to St. John's) are accepted. Payments not received by the second day of the child's attendance will incur a \$10 late fee.

**Drop-in Rate** - You may drop off your child as needed, providing there is room in the program, for \$25 per session day with advanced notice and approval. There is no discount for siblings in the drop in program. *Payment due at drop off.* All other policies apply.

**Absences** - You may bring in your child at any time during the program hours, however, due to staffing requirements and the nature of the program as described, program fees are not refundable if your child is absent for any reason or drops out of the program. If a child is brought in with flu like systems, they will not be allowed to attend that day's program. \*Please inform Director if your child has tested positive for COVID-19 and they were in class in the last 5 days.

**Holidays** - This program does not meet on, nor does the fee include, any observances of national holidays or days that St. John's is closed. These days are posted in the nursery and on our website.

**Belongings** - Please bring ALL of your child's necessary supplies. These could include disposable diapers, bottles, extra clothing, pacifiers, security blankets, etc. All children in diapers will be changed at least once or as needed throughout the morning. Please do not allow your child to bring toys or candy from home. Also please label all personal belongings before leaving.

**Snacks** - Toddlers and preschoolers will be provided a nutritious midmorning snack. Please bring a labeled sippy cup for your child. Due to toddlers' tendencies to share food and to avoid allergic reactions we cannot serve individual snacks brought from home. Please keep in mind our facility is nut free. Nut free snack donations are always appreciated.