



Preserving childhood while building
foundations for the future!

Parent Handbook

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A Ministry of
Wesley Memorial United Methodist Church

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WELCOME

On behalf of the staff and Board of BRIDGES PRESCHOOL, we want to welcome you and your child to our program.

Our main **goal** is to provide a quality Christian preschool program that provides a variety of developmentally appropriate activities for the children. The classrooms and staff are prepared to enhance the learning opportunities for your child in a manner which is safe, nurturing and stimulating.

Parents are welcome to stop in to visit the program at any time without an appointment. However, if you wish to speak to your child's teacher, it may be necessary to set up a time which is convenient to you and the teacher so that their attention is not taken away from the children.

Please read and keep our e-mails. Our e-mails have information on school activities, events, school closings, and items of interest to you as parents. Also check our website www.bridgespreschool.net for school related information. Age level newsletters and snack menus will be posted on the web-site monthly.

MISSION STATEMENT: BRIDGES PRESCHOOL'S mission is to provide a safe and nurturing learning environment founded in Christian principles that enables young children to know and grow in God's love and go forth confidently into the world.

Statement of Policy

BRIDGES PRESCHOOL is a Christian ministry that is called to develop a trusting relationship with our children and their parents. We believe that God cared enough about us to send Christ, and that we should reflect God's loving, caring attitude in our preschool.

BRIDGES PRESCHOOL gives a different meaning to the term "child care." Our motives and actions are not profit oriented but people oriented, rooted in sharing God's love with others. This setting of providing "Child Care with a Difference" enables our children to be the best they can be, and enables our children to know God's love through us. Our common bond with families is their child; BRIDGES PRESCHOOL'S common interest is the well-being of that child.

BRIDGES PRESCHOOL strives to be responsive and fulfilling to our students, parents, staff, church, and community. BRIDGES PRESCHOOL will provide a positive learning environment for our children and a positive working environment for our staff. Our curriculum, policies, and programs are founded in Christian principles and reflect our Christian beliefs and standards.

BRIDGES PRESCHOOL does not discriminate in the administration of educational policies, admission policies or any other school administered programs.

BRIDGES PRESCHOOL'S goal is to serve all of God's children and to never terminate any child. Should an issue arise that the BRIDGES PRESCHOOL staff believes they are not trained to handle, the staff will work with the parent(s) to resolve the issue or make a placement that better serves the needs of the child. In all incidents, the BRIDGES PRESCHOOL Board has the final say.

BRIDGES PRESCHOOL children will be placed in their VPK and PreK classes according to their age on September 1st. The children will remain in this classroom for the entire school year. The exception to this rule is when the parent chooses to change the number of days which their child attends each week. Infants and Toddlers are divided into age groups at the beginning of the school year. The goal of BRIDGES is for the child to remain in the same classroom with a consistent teaching staff and group of children. If for some reason BRIDGES staff feels it will be beneficial for the child to transition to a different classroom, the parent(s) will be consulted. If they are in agreement with the proposed transition, the child will be gradually transitioned over a two-week period, spending some time in their present classroom and some time in the new classroom. This process will continue for two weeks or until the child is comfortable in the new environment.

OUR HISTORY

Wesley Early Learning Center opened in June of 1989 with two programs: Mother's Morning Out and Summer Camp. Six staff persons—one director, four teachers, and an aide—cared for a small number of children until word spread that a new school had opened its doors. Two preschool classes began in late August 1989.

Since its beginning, the school's philosophy is concerned with developing the whole child. We encourage young children to experience the joys of learning through a multi-sensory approach, which develops their spiritual, emotional, social, physical, and cognitive needs. We believe that the development of the whole child combines creativity, independent choices, and guided experiences, which allow the child to grow and to blossom.

WELC met the need for quality early learning education in the Town-n-Country community from its beginning. A third preschool class was started in mid-November of 1989 with plans to form an additional four-year-old class the next fall. Demand was so great and the waiting list so long that three new classes were formed before late August 1990. In one year's time, the school had doubled in size.

The Mother's Morning Out program was growing as well. In order to serve more children and their families, another two-day program was added in the summer of 1991. An infant program was opened in November 1992, and an additional staff person was hired to care for the four infants enrolled.

In the spring of 2012, the preschool changed its name to BRIDGES PRESCHOOL. We chose BRIDGES PRESCHOOL because we see our preschool as a bridge from the child to Christ, a bridge from home to the first school experience, and a bridge from our preschool into elementary school.

BRIDGES PRESCHOOL continues to serve church members and people of the surrounding community by providing quality half-day and full-day care for preschool children. Numerous children's lives are touched annually by the staff and programs of this Christian-based school.

BRIDGES PRESCHOOL ACCREDITATION

BRIDGES PRESCHOOL is accredited by the United Methodist Association of Preschools (UMAP). UMAP accreditation is achieved by maintaining high standards in staff qualifications, curriculum, health & safety, Christian education, reading readiness, physical development, and social development. BRIDGES PRESCHOOL also possesses a Gold Seal Quality of Care Certificate presented by the Florida Department of Children and Families Childcare Services. These qualifications have allowed BRIDGES PRESCHOOL to provide VPK since the program began in the 2005-2006 school year.

VPK

Voluntary Prekindergarten (VPK) is a legislatively mandated program designed to prepare every four-year-old in Florida for kindergarten and build the foundation for their educational success. The VPK program gives each child an opportunity to perform better in school and throughout life by offering quality programs that include high literacy standards, accountability, substantial instruction periods, and qualified instructors. The VPK program is free to all children ***who turn 4 on or before September 1 who reside in Florida.*** BRIDGES PRESCHOOL began offering VPK to its children and families in the fall of 2005.

BRIDGES PRESCHOOL CURRICULUM

Since the beginning of our Program in 1989, our preschool has acquired a reputation as one of Tampa's highest quality preschool programs. Our foundation belief is that children learn best through those activities which are attractive to them. Using guidelines encouraged by UMAP for developmentally appropriate practices and VPK performance standards, we have utilized the talents of our experienced and educated teachers, the nationally recognized curriculum "Wee Learn", and extensive age-level planning to create a comprehensive curriculum that we believe meets the developmental needs of each child.

Our classrooms are organized into learning centers which allow multiple opportunities for your child to become a well-rounded preschooler. Teachers plan and prepare to ensure that the activities available in the classroom promote skills your child should be exposed to during the year. What may appear to be simple games and toys are in actuality activities chosen for each classroom to meet particular needs. Additional materials and activities are developed and added to the classroom as specific needs are recognized.

Each child learns at their own pace. While concepts are presented according to carefully prepared activities, one child may grasp that concept differently than another. Continuous reinforcement of concepts through a multitude of medium (art, stories, music, cooking, finger plays, block play, small group play, etc.) ensure that each child has many opportunities to embrace a concept.

We do not believe it is developmentally appropriate or productive to present concepts through group activities involving completion of worksheets or mass produced projects. We have consistently found that if we help your child be the best well-rounded (spiritually, socially, emotionally, physically, and cognitively) child that he or she can be, whatever their age, then they will also be the very best they can be in their next school experience as well. Our confident, happy, curious, and creative four-year-olds become wonderful kindergarten students wherever they go.

We know that each child entrusted to us is a special gift from God. It is our responsibility to grow that child and increase their talents. We take that charge seriously. We hope that you are as excited about your child's many opportunities to learn and grow this year, as we are. We encourage you to talk frequently with your child's teacher as well as the BRIDGES PRESCHOOL Administrators. We know, with God's guidance, we will have a wonderful year.

DEVELOPMENTAL SCREENINGS

At the beginning of each school-year, or at enrollment time if a child enters the school mid-year, the child's parent(s) will be given the appropriate age "Ages and Stages Questionnaire" to complete on their child. Completed questionnaires should be signed by the parent(s) and returned to BRIDGES within 2 weeks of receipt. Participants in the School Readiness Program are required to undergo the "Ages and Stages" screening every six months. Results from the screening will be kept in the child secured file in the administrative office.

PROGRAM POLICIES

PAYMENT POLICIES AND PROCEDURES:

Tuition is due by the 20th of each month. An invoice will be emailed prior to the 20th of the month as a reminder. On this invoice, there will be an option to pay with debit/credit card online. A 3% convenience fee will be added when using a debit/credit card. If you do not use hourly extended care, you will not receive a monthly invoice.

Payments may be brought to the Office or mailed. Checks, money orders, cash, debit/credit cards are accepted. A 5% late fee (assessed on the outstanding balance) will be added on the 21st of the month. As noted in the "Tuition Contract", account payments that are more than 90 days overdue will result in the release of your child from the program. If a check is returned from the bank due to insufficient funds, you will be charged a returned check fee of \$10.00. If checks are returned repeatedly, you may be asked to pay in cash or money order only. **DO NOT** give payments to your child's teacher.

HOURS OF OPERATION:

BRIDGES PRESCHOOL is open Monday - Friday
between 7:00 a.m. and 6:00 p.m.

EMERGENCY DRILLS:

BRIDGES PRESCHOOL will be conducting monthly fire drills. Children are taught to quickly and safely evacuate the building when the alarm goes off. Two tornado/shelter in place drills will be conducted annually.

The safety of the children is BRIDGES PRESCHOOL's main concern. In case of a true emergency, parents will be notified by email and/or phone as soon as the children's safety is secured.

DROP OFF / PICK-UP SAFETY:

Children must be taken into their respective classrooms ***no sooner than 8:55 a.m. and no later than 9:10 AM.*** **THE OUTSIDE GATES WILL BE LOCKED at all times.** The gate code will be issued to the parents for entry into the preschool. Gate codes will be changed periodically, with the new code being issued to the parents through e-mail. **Please do not allow your children to enter/know the code-THIS IS FOR THEIR SAFETY!** Staff must be made aware of each child's presence before the parent (or responsible adult) departs. Children must be picked up at their classroom by 12:00 noon/6:00 p.m. by an adult authorized on the enrollment form. At pick-up, please be sure to make contact with the supervising staff member to ensure that we are aware that the child has been picked up. Parents (or responsible adult) are responsible for the supervision of their child(ren) before sign-in and after sign-out.

Our Parking Area can be a busy place at certain times of the day. Please help us in providing a safe environment. We offer the following tips and ask for your cooperation. Please hold your child(ren)'s hand at all times. Please make sure your child doesn't run ahead or fall behind upon arrival and pick-up. **Never leave any child / infant in the car alone!**

Drive slowly and cautiously! **DO NOT PARK IN THE DRIVEWAY BY THE BRIDGES PRESCHOOL OFFICE.**

ALWAYS, ENTER using the NORTH DRIVEWAY, drive around the back building, and EXIT using the SOUTH DRIVEWAY.

AUTHORIZED RELEASE PEOPLE:

A phone number for you and at least one other family member or friend, who is authorized to pick up your child, must always be on file. If there is a temporary change in who will be picking up your child, the teacher and administration must be notified, **IN WRITING!**

WRITTEN AUTHORIZATION is **required for anyone who is to take your child home**. Keep this in mind when giving us names of authorized people, as we cannot release your child to anyone unless we receive it in writing. This is a licensing regulation for your child's protection as well as the Center's. A picture identification will be required for anyone picking up your child who is on your pick-up list and is unfamiliar to the BRIDGES PRESCHOOL staff. Also remember that we should be able to contact either the parent(s) or your emergency contact person(s) at all times. If any phone numbers or contact information changes during the year, please notify the office ASAP.

LATE PICK-UP POLICY:

Students must be picked up promptly at noon/6:00p.m.. Delays in picking up your child may be unavoidable at times. In such cases, please call the BRIDGES PRESCHOOL office at 813-882-9921 as soon as possible to alert us to the situation. If a parent is consistently late without just cause, the following procedure will be put into play. A ten minute grace period will be allowed. A parent's first late arrival will result in a written warning. The second late pick-up will result in a \$1.00 per-minute charge for each minute that has elapsed after the set pick-up time. After a parent has paid the late penalty on three occasions, the fee will increase to \$2.00 per minute. Late pick-up charges will be added to your child's monthly billing. This policy is also in effect for designated pick-up times for Power Pal and Full-Time Infants and Toddlers (6:00 PM).

LUNCH:

Children enrolled in Power Pals, Lunch Bunch, and Full-time Toddler programs will need to bring their own ***nutritious*** lunches each day to school. Please provide a drink for your child as well. Lunches should be easily opened by your child. Refrigeration is not provided for lunch boxes. BRIDGES PRESCHOOL staff cannot heat children's lunches. **We request that you do not send soda or candy in your child's lunch box.**

SNACKS:

Nutritious snacks will be served to all children. The plan is to give children experience in foods that do not have high levels of sugar, fat, or salt. USDA Guidelines are used for serving size.

ALLERGIES:

Allergy information is requested on the Enrollment Form. All food and non food allergies should be included.

Teachers are alerted that the child has an allergy on the sign-in sheet as well as allergies being posted in the classroom. In the instance of a food allergy, snack menus will be given to the parent to review and advise the teacher as to what the child is allowed to have. An alternate snack may be provided to accommodate a child's allergy.

PARENT INVOLVEMENT:

Parents may be asked to participate in a variety of activities throughout the year. Parents may be asked to read to their child's class, help with a special activity, come to talk to the children about your occupation, come in and share a hobby or talent, etc. Parents as well as the student's family members are always welcome at BRIDGES PRESCHOOL and are considered a part of the Wesley Family. Parents will be notified of special programs or other events by way of emails, website, newsletters, teacher's calendars, and notices posted outside the classroom. PLEASE BE SURE WE HAVE A CURRENT EMAIL ADDRESS!

PARENT / TEACHER CONFERENCES:

Phone conferences with parents will be held in October. PreK3 and PreK4 classes will have conferences in February as well. Conference sign-up sheets will be posted on the bulletin board outside the classroom two week prior for parents to choose a convenient time for them. All parents are encouraged to participate to discuss their child's progress. Additional conferences may be requested either by the parent or the teacher on an as needed basis.

GRIEVANCE PROCEDURE:

The BRIDGES PRESCHOOL staff works hard to meet the needs of both students and parents. However, if a parent has an issue with a BRIDGES PRESCHOOL teacher, assistant teacher, or other staff member, the parent is encouraged to schedule a time when the parent and BRIDGES PRESCHOOL staff member can meet to discuss the issue. Most matters are easily settled with this approach. In the event that such a meeting does not result in a satisfactory resolution, the parent may then request a meeting between parent, BRIDGES PRESCHOOL staff member, and BRIDGES PRESCHOOL Director. If at this point all parties are not satisfied with the results of this meeting, the concern may be taken to the BRIDGES PRESCHOOL Board. The BRIDGES PRESCHOOL Board's Chairperson should be notified, by the unsatisfied party, prior to the BRIDGES PRESCHOOL Board meeting which is held on the 3rd Tuesday of each month. In the event the issue is with the BRIDGES PRESCHOOL Director, and the parent and Director cannot reach resolution to the issue, the next step would be to take the concern to the BRIDGES PRESCHOOL Board. The procedure previously stated concerning notification to the Board should be followed.

HOLIDAY / BIRTHDAY CELEBRATION;

In order to show respect for all God's children, we will take advantage of opportunities throughout the year to help children become aware of all cultures in our world. Rather than setting aside a particular day, we will integrate special days into our class routine through stories, music, and process art. There **will not** be a full-scale celebration or party, just an awareness time of how others celebrate their culture. **Parents are not allowed to bring food, balloons, party favors, etc. for their child birthday.**

Each child will be provided with materials to make a birthday crown and/or place mat on his or her actual birthday and will be recognized at chapel during the week of their birthday.

DRESS POLICY;

Children should wear comfortable clothing that they can easily fasten/unfasten, pull up, etc. Clothing needs to be appropriate to the season. Please keep in mind that the children will paint, mix, and experiment with different substances and may possibly get dirty. For your child's comfort, we request that **tennis shoes or similar shoes be worn.** Open-toed shoes, sandals, flip-flops, and cowboy boots are not safe when running and playing. Socks should also be worn at all times. The playground mulch and sand are very uncomfortable to bare and unprotected feet.

Please mark all outer clothing with your child's name!

BRIDGES PRESCHOOL t-shirts are available in the office for \$10.00.

EXTRA CLOTHING/TOYS/DIAPER BAGS:

Please bring an extra set of clothes for your child in case of an "accident". **PERSONAL TOYS SHOULD REMAIN AT HOME!** Our classrooms are full of age appropriate toys. For those enrolled in our Infant or Toddler program, diaper bags need to be labeled and have labeled sippy cups, wipes, diapers, extra clothing, and anything special your child requires for comfort (blanket, dolly, stuffed toy, etc.). **ALL ITEMS MUST BE LABELED WITH THE CHILD'S FIRST AND LAST NAME.**

CHRISTIAN EDUCATION:

We hope to instill Christian attitudes in your child by the examples of our fine staff. The children will attend Chapel once a week with their class. There will be an emphasis on prayer, Christian songs and stories. You are always welcome at our Chapels. Your attendance with your child at worship and Sunday School is a crucial factor in your child's Christian training. You are encouraged to attend the church of your choice.

HEALTH REQUIREMENTS / DOCUMENTS:

Parents must submit both the blue Florida Certificate of Immunization HRS Form 680 and the yellow Florida Student Health Examination HRS Form 3040 for each child enrolled in the program. These forms are obtained when your child is examined by your doctor or by the doctor at any county public health unit. BRIDGES PRESCHOOL must have these forms on file by the first day of school. To maintain our excellent standing with Child Care Licensing and HRS, this rule must be enforced. These forms expire periodically and must be kept up-to-date. You will receive an email notice of an impending expiration. It is then up to you to acquire the necessary form. **BRIDGES PRESCHOOL is required to dis-enroll your child from the program if your child's health form has expired.** Re-admission is contingent upon your providing a current health form. You will not receive tuition credit for any days your child misses due to an expired health form. Parents are also required to review the "Influenza Virus" document found on our website.

INCLEMENT WEATHER/EMERGENCY:

If a community-wide emergency occurs, such as hurricane, tornado, or major flood, all BRIDGES PRESCHOOL operations will be closed. **If public schools close, we will also close.**

If severe weather occurs during school hours, children will be moved into a safe area of the building until such time as the warning has been lifted. The administrative staff will monitor the weather situation and give directions as needed. Should the weather conditions persist, information will be disseminated to parents via e-mail and/or message on the BRIDGES PRESCHOOL phone. Please understand that our first priority is your children, and their needs/safety will be addressed first.

OUTSIDE PLAY:

BRIDGES PRESCHOOL will experience outside play each day. Rain and a temperature below 40 degrees are the only reasons that children will remain inside during their playground time.

SICK CHILD POLICY:

Children are expected to come to school free of communicable diseases and be able and willing to participate in the normal activities of his or her class. Should your child develop any type of communicable disease, please notify BRIDGES PRESCHOOL as soon as possible.

Should your child be sick and unable to attend school, it is the parent's responsibility to call the school on the day of the absence to inform school personal as to the reason for the child's absence. If the child has a communicable disease/and or something contagious, the parents of the other children in the classroom will be advised in writing of what the disease is and what signs to look for in their child. Information sheets on the particular disease/condition may be distributed to classroom parents.

The Teacher will greet your child during drop off, and she will give your child a quick health check. She will notice, just as she would a new haircut or new pair of sneakers, the following:

- Activity level (sluggish, sleepy, etc.)
- Breathing difficulties
- Skin color (pale, flush)
- Severe coughing
- Rashes
- Swelling or bruises
- Discharge from the nose(yellow or green), ears or eyes
- General mood (happy, sad, cranky)

If the teacher has any concerns about how the child looks or feels, she will discuss them with the parent right then. If she feels the child is too sick to remain in school, she will inform the parent. Teachers will refuse to accept any child who is considered to have a contagious disease, i.e.: chicken pox, strep throat, diarrhea, conjunctivitis (pink eye). Children with a fever, green or yellow discharge from the nose, or other symptoms of illness may also be excluded from school.

If a child develops any symptoms during the school day, the teacher (or assistant) will bring the child to the office. The director/assistant director will take the child's temperature (if necessary) and decide whether the child needs to be sent home. If the child is to be sent home, the child will be kept in the office and the parent will be contacted immediately. An assistant may be asked to stay with the child until the parent picks up.

If symptoms of a communicable disease (see list below) are observed during school time, the parent will be contacted and asked to pick up the child immediately. The child will be kept in the office until he or she is picked up. Children will be allowed to return to school once symptoms are no longer present or when a written doctor's statement is received that the child's illness is no longer communicable.

- Severe coughing, causing child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- A stiff neck
- Diarrhea
- A temperature of 100° F or higher taken by the axillary method (101° orally) when in combination with other sign of illness
- Conjunctivitis (pink eye)
- Untreated infected skin patch(es)
- Head lice
- Unusually dark urine and/or gray or white stool and yellowish skin or eyes
- Any other unusual sign or symptom of illness.

MEDICATION:

An "Authorization to Dispense Medicine" form must be filled out completely and signed before medication can be given to your child. Medication cannot be given to any child without written permission on the required form. Prescription medicine must be in the original container bearing the doctor's name, child's name, name of the medication, and medication directions. Over-the-counter medication must also be in the original container. All prescription and non-prescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer's label. This applies to diaper cream as well.

DISCIPLINE POLICY

BRIDGES PRESCHOOL staff recognizes that children are at different stages of their development and learning self-discipline. Teachers use discipline in a consistent manner, based on the understanding of the individual needs and development of the child. Positive techniques of guidance, which include anticipation, and elimination of potential problems, redirection, modeling, natural consequences and encouragement of appropriate behavior will be used throughout the day to minimize behavior problems in the classroom. Clear limits are set and followed consistently in the classroom with the needs and developmental capabilities of the children in mind.

Teachers provide opportunities for the development of social skills, which include helping, negotiating, cooperating, talking about feelings, and solving interpersonal problems. Children are encouraged to evaluate a problem and come up with possible solutions with the help of the teachers, if needed.

Children are always treated with respect and understanding. Teachers will never force children to apologize or explain their behavior. They will help the child to consider the feelings of the other child(ren). Teachers will explain expectations and give gentle reminders when needed. The classrooms are arranged in such a way to avoid the need to provide constant re-direction or use of the word "no".

Corporal punishment is unacceptable as a means of discipline by any staff member. Children will not be punished by spanking or other corporal punishment or be subjected to cruel or severe punishment, humiliation or verbal abuse. Children will not be deprived of meals or snacks as a form of punishment. Children will not be punished for soiling, wetting, or not using the toilet.

PROGRAM TUITION

REGISTRATION FEE FOR ALL, EXCLUDING VPK:
\$150 NON-REFUNDABLE, DUE AT REGISTRATION
REGISTRATION FEE FOR FULL-TIME OR NAPPING VPK:
\$150 NON-REFUNDABLE, DUE AT REGISTRATION

PREK3 & PREK4 (NON-VPK) PART-TIME 9-12:

5 DAY: \$370 a month **

3 DAY: \$255 a month **

2 DAY: \$190 a month **

PREK3 & PREK4 (NON-VPK) FULL-TIME 5 DAYS, 7-6:

\$790 a month **

VPK PREK4 FULL-TIME 5 DAYS, 7-6:

420 a month **

TODDLERS PART-TIME 9-12:

5 DAY: \$420 a month **

3 DAY: \$315 a month **

2 DAY: \$210 a month **

INFANTS AND TODDLERS FULL-TIME 5 DAYS, 7-6:

\$850 a month **

BEFORE AND AFTER CARE HOURLY:

\$8.00 per hour

** There will be 10 payments for the School-Year program and 12 payments for Full-Year (full-time) program. The School-Year program will coincide with the Hillsborough County school calendar.
(Effective June 1, 2016))

WITHDRAWALS PROCEDURE:

Tuition fees will continue until a child is formally withdrawn from the program.

A 30 DAY WRITTEN NOTICE GIVEN TO THE DIRECTOR IS REQUIRED FOR A FORMAL WITHDRAWAL. YOU WILL BE RESPONSIBLE FOR THE TUITION PAYMENT FOR THE LAST MONTH, REGARDLESS OF HOW MANY DAYS YOUR CHILD ATTENDS.

PLEASE NOTE THAT TUITION IS DUE BY THE 20TH OF EACH MONTH.

YOU WILL NOT RECEIVE A MONTHLY STATEMENT UNLESS YOU HAVE INCURRED HOURLY EXTENDED CARE CHARGES.

LUNCH BUNCH AND EXTENDED CARE - RESERVATIONS ARE REQUIRED!!!

If you would like or need to have your child stay after 12:00 PM and they are not enrolled as a Full-Time student, you will need to make a reservation with Ms. Linda in the office and also inform your teacher. Our lunch bunch program will end at 12:30 PM. If your child will stay later, they will go with the Full-Time children to the nap-room. If this occurs, they cannot be picked up until 2:30 PM, which is the wake-up time. The latest they can stay is 6:00 PM. These extended hours are billed at \$8.00 per hour, rounded to the nearest quarter-hour. You must supply your child's lunch, and if napping, materials to be used in the nap-room.

TUITION CONTRACT

BRIDGES PRESCHOOL charges an annual tuition, which is divided into ten (10) equal payments. Tuition is posted on your account on the 1st of each month and is due on or before the 20th. Should tuition not be received by the 20th, a 5% late charge will be added on the 21st of the month. **YOU WILL NOT RECEIVE A BILL EACH MONTH.** A reminder email will be sent a few days prior to late charges being posted. From this invoice, you may click on the blue “Pay Your Bill Online” to pay by credit or debit card. Please note, a 3% convenience fee will be added.

Your first payment is due by the first day of the new school year. You will then owe nine more payments for the school-year. Your subsequent payments are due in September, October, November, December, January, February, March, April, and May. Please remember that your first payment is **DUE BY AUGUST 10th**

If you would like to receive a 5% discount for paying your tuition in full (broken into two separate payments for August - December and January - May), please visit the BRIDGES PRESCHOOL Office for a full explanation. You may also contact the office to determine a convenient payment plan if required.

If you have not made any payments or payment arrangements during any 90 day period, your child **WILL BE RELEASED FROM THE PROGRAM.** If your child is in the VPK program, he/she will not be allowed to use any extended hours, but may continue in the morning class.

You WILL NOT receive a bill/statement unless hourly extended care or late charges are incurred.

BRIDGES PRESCHOOL operates totally on tuition! Without these payments we cannot run a quality Preschool program.

