



Stay and Play Parent Handbook

State College Presbyterian Church

2019-2020

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WELCOME TO STAY AND PLAY!

Stay and Play is a non-profit, state certified, tuition-funded preschool and childcare program affiliated with the State College Presbyterian Church and licensed by the Department of Human Services. Our program is for children ages 1-5 years and runs from 9am-12pm, September through May. An optional extended care program, Adventure Afternoons, is available until 2:45pm for 3-5 year olds.

MISSION STATEMENT

Stay and Play will provide a preschool and childcare program where both children and adults feel loved, supported and empowered in an environment of compassion, respect and trust. Each child at Stay and Play will be treated as a unique creation and will be nurtured in his/her diversity and individuality.

Objectives

The Staff and Advisory Team members of Stay and Play will uphold the mission by offering an affordable program that operates as an outreach ministry of the State College Presbyterian Church and that fulfills the following objectives:

1. Realize that each child develops at his/her own rate with his/her own unique style and possesses his/her own personal gifts and strengths.
2. Facilitate communication between parents and staff and encourage parent and family participation.
3. Coordinate with community resources to respond to the specific needs of all of its children.
4. Encourage social, interpersonal and academic growth using an exciting, play-based, hands-on, creative, child-centered curriculum with age appropriate activities in art, literature, math, science, social studies, and all play.
5. Discipline in a loving, but firm manner using redirection whenever possible.

ENROLLMENT

Admissions into the program, the provisions of services, and referrals of clients shall be made without regard to age, race, color, national origin, disability, ancestry, religious creed or sex.

Enrollment for the following school year begins in February for families who are currently enrolled at Stay and Play and for families who are church members. To enroll as a “currently enrolled family” a child must be registered by December 15th of the year prior to enrollment with registration fee and security deposit paid. Enrollment is complete when the director has received the registration form and fee. Following this in-house priority enrollment period, registration opens up to the public at a date determined by the Advisory Team. Class openings for all are filled in the order in which the enrollment forms are received.

SPECIAL NEEDS

We welcome children with special needs in to our program. If a child with special needs has a TSS or a PCA as recommended by an IEP (Individual Education Plan), that child is welcome to attend S&P with their supports in place, however there will be an evaluation period to ensure that the placement is appropriate for the child and for the program. We request a copy of any IEP or IFSP, written plans, and/or special needs assessments completed by professionals be provide to us so that we may be better informed of your child’s needs and may adapt the learning environment appropriately to best support your child. We also work closely with families of enrolled children to identify and suggest an evaluation if there are indications that it would be beneficial. We may recommend a referral be made based on the child’s needs and as it may affect their abilities/acquisition of skills related to education. Only those who need to and whom you provide permission for will see the plan(s) – we will observe the strictest confidentiality in regards to you and your child.

Stay and Play Preschool reserves the right to dismiss a child if:

- The child has special needs which Stay and Play is unable to meet with our regular staffing situation
- The child’s placement has a negative affect on the safety, wellbeing and educational opportunities of the other children

MORNING PROGRAM

Our Terrific Twos room has a class size of 9 with a lead teacher and an assistant. Classes are available for MW or TTH with Friday as an optional third day. Children will learn to socialize with their peers and become more independent through free play, manipulatives, dramatic play, circle time and arts and crafts. For gross motor activities, children will be taken to Westminster Hall to enjoy our indoor playground. A 30-minute music class will be held each Tuesday and Wednesday. Snack time is part of each morning with a snack note sent home asking parents to donate snack for their child's room – we ask parents to send a sippie cup each day labeled with your child's name. *Children in this class DO NOT have to be potty trained – we work with parents if/ & when the child is ready.* We do change diapers and we ask that you bring in a labeled diaper bag with disposable diapers, wipes and a change of clothes.

ABCs, 123s and MORE!

Daily Schedule:

Welcome/Centers (art, dramatic play, blocks, sensory/water table, math, science, language arts)
Circle Time (numbers, colors, shapes, songs, finger-plays, letters, and seasonal &/or themed activities)
Indoor Gym/Music/Outdoor Park Play (weather permitting)
Snack
Bathroom/diaper change/wash hands
Activities (puzzles, play dough, stories, etc.)
Get ready to go home!

Types of things we offer your child on a developmentally appropriate level:

- | | |
|-------------------------------------------------------------|---------------------------------|
| - Problem Solving | - Cognitive Skills Development |
| - Socialization Skills | - Body Parts |
| - Fine Motor Skills (Scissors, etc) | - Colors -Name recognition |
| - Gross Motor Skills (run, jump, throw, catch, climb, etc.) | - Counting - Shapes |
| - Language Skills | - Matching - ABC's |
| - Self-Help Skills | - Sequencing |
| | - Classifying |

*Parent/Teachers conferences: offered in the beginning of Nov. and May.

Thrillin' Threes - Children must turn 3 by Sept. 1st

Our Thrillin' Threes room has a class size of 14 children with a lead teacher certified in Early Childhood Education (or equivalent degree & experience) and an assistant. Classes are available for a MWF, TTH, or M-F options. Children will practice basic preschool skills through a theme-based curriculum encompassing arts & crafts, learning centers, dramatic play, circle time and free play. For gross motor skills development children are taken to Westminster Hall to enjoy our indoor playground or are taken to the nearby park. A 30-minute music class is held each Tuesday and Wednesday. Snack time is part of the morning with a snack note sent home asking parents to donate snack for their child's room. Children in this class are preferably potty trained, however may be wearing a pull up if working on training.

Fun and learning will be had by all!

Daily Schedule:

- Arrival
- Directed &/or Free play
- Opening activities, songs, finger plays
- Music / Indoor playground
- Snack
- Readiness skills / crafts /Circle
- Story time
- Dismissal

Field trips and special events will be announced on a monthly calendar.

Types of things we offer your child on a developmentally appropriate level:

- | | | |
|------------------------|----------------------|----------------------|
| - Problem Solving | - Body Parts | - Classifying |
| - Socialization Skills | - Colors | - Alphabet |
| - Fine Motor Skills | - Counting | - Spatial Concepts |
| - Gross Motor Skills | - Shapes | - Name Recognition |
| - Language Skills | - Matching | - Sequencing |
| - Self-help Skills | - Pre-Writing skills | - Pre-reading skills |
| - Cognitive Skills | | |

*Parent/Teachers conferences: offered the beginning of Nov. and May.

Fabulous Fours/Rainbow Fours - Children must turn 4 by Sept. 1

Fabulous Fours - a class size of 15 children: available M-F (5 days/wk)

or TTh (2 days /wk) or MWF (3 days/wk)

Rainbow Fours class - a class size of 11 and meets MWF

Both classes have a lead teacher certified in Early Childhood Education, Elementary Education or related field with multiple years of experience and an experienced assistant. The children are taught pre-kindergarten skills through a creative, play-based, child-centered curriculum that integrates art, science, math, social studies, cooking and physical play. Gross motor skills such as hopping, jumping, and climbing will be assessed during activities at our indoor playground in Westminster Hall or at the nearby community playground. A 30-minute music class every Tuesday and Wednesday is also a part of the curriculum. Snack time is part of the morning, and a snack note is sent home asking parents to donate snack for their child's room. *Children in this class need to be potty trained.*

5-4-3-2-1-Blast off to Preschool!

Daily Schedule:

Welcome/Centers (art, manipulatives, dramatic play, blocks,
language arts, math, science, sensory table, games, music)
Circle Time (songs, finger plays, calendar, counting, colors,
shapes, letters, numbers, seasonal or themed activities)
Snack time
Story time
Activities (Music, cooking, art, creative movement, experiments, ...)
Music Class/Indoor Gym/Nearby Park (large muscle activities)
Prepare to go home

Types of things we offer your child on a developmentally appropriate level:

- | | | |
|-----------------------------------------------------------------------|-------------------------|---------------|
| - Problem Solving | -Spatial Concepts | |
| - Socialization | -Self-Help/Independence | |
| - Fine Motor (writing, scissors, etc.) | - Shapes | - Counting |
| - Gross Motor (running, skipping
hopping, throwing/catching, etc.) | - Colors | - Classifying |
| - Language Skills | - Money | - Sequencing |
| - Cognitive Skills | - Numbers | - Letters |
| | - Pre-reading | - Matching |

*Parent/Teachers conferences: offered the beginning of Nov. and May.

ADVENTURE AFTERNOONS

Our extended care program, Adventure Afternoons, is for children ages 3-5 who are enrolled in mornings at Stay and Play. (As a reminder child must at least be in a pull-up.) The program runs from 12pm – 2:45pm and is available on a permanent day or a drop-in basis, with a maximum of fifteen children attending each day. Every day Adventure Afternoons offers special fun activities based on a theme such as PSU Pep Rally, Playful Pets, Spanish, fitness fun, Community walks, library field trips and TUMBLEBUS (every Monday for additional fee), plus a whole lot more! A monthly schedule of events will be included in the Stay and Play newsletter. Extra copies of this schedule will be available at the parent table.

Lunch: Children need to bring a labeled bagged lunch with a freezer pack if necessary. Also, please be reminded that **we are a peanut free zone.** Almond or soy nut butter is a great alternative to replace your child’s peanut butter and jelly sandwiches.

Registration for Permanent Part-Time Adventure Afternoons: You may register for a reserved space for the same day(s) each week (filled in order received). *The fee is payable once a month and is due on the first day of the month along with tuition.* (TUMBLEBUS requires an additional \$12.00 fee payable to “Tumblebus”.)

Drop-in Sign up for Adventure Afternoons: Please sign up in the book for Adventure Afternoons on the table in the hallway at least one day in advance (unless **fourteen** children are already signed up – then you may sign up for the same / current day). *The fee is payable the morning of the day of Adventure Afternoons, and may be placed in the tuition mailbox or given to the Director.* (TUMBLEBUS requires an additional \$12.00 fee payable to “Tumblebus”.)

If your child is signed-up for Adventure Afternoons but will not be able to attend, we ask that you call or speak to the director/assistant director to cancel by 8:30am the day of the Adventure Afternoon your child was to attend or you will still be charged the appropriate fee. Prepaid sign ups will be given credit to be used later if notification is given ahead of time about an absence as noted previously.

If you wish for your child to attend a day he/she does not typically have a scheduled class in the morning, he/she may still attend Adventure Afternoons starting at 12:00pm.

***If your child normally attends in the morning, is not in attendance by 9:30 am, and we have not heard from you, then his/her spot for that days Adventure Afternoon may be given to a child on the waiting list and you will still be charged.**

Should classes be canceled for the morning due to weather, or if there is an early dismissal from the public school, Adventure Afternoons will be cancelled for that day. In the event that Adventure Afternoons is cancelled, you will receive credit for a future session of Adventure Afternoons.

FIELD TRIPS/TRANSPORTATION

Occasionally, the 3 & 4 year-old classes will go on field trips. Your signature on the Emergency forms grants us permission to take your child on walks and trips. Sometimes this may involve riding the CATA bus. You will always be informed of these excursions prior. We may ask for parent volunteers to assist. For field trips that require transportation, parents are responsible for getting their child to the event. Some field trips requiring transportation may be in the afternoons - parents (and a child's siblings) are welcome to attend.

AUTHORIZED RELEASE POLICY

A child will ONLY be released to the child's parents/guardians or anyone else designated on the child's emergency contact form under the heading "Persons To Whom Child May Be Released." *By law, Stay and Play can release a child to either parent unless a court order is issued stating otherwise.* When an authorized person, or a person we have not yet met, is picking up a child they will be asked to show photo identification.

ARRIVAL, PICK-UP AND LATE PICK-UP FEES

Arrival time is 9:00am (8:30am for early arrival). Please do not enter the classroom until your chosen time. But DO be prompt. Valuable adjustment time takes place first thing in the morning. If your child misses the chance to 'ease in,' their day may not feel quite right.

Pick-up times are 12:00pm for the morning session and 2:45pm for the afternoon session. Please be on time. Also please note that when your child is released to you or your designated person he/she is now in your care and is your responsibility. Do not be distracted by conversations with teachers or other parents. *Children are not permitted to be left unattended.*

We ask that you pick up your child on time or come a little early. You will be given a warning the first time you arrive late for pick up. If you are late more than once, you will be charged \$1/minute – the fee will be added to charges on your account. The Director will notify you of total due. If an emergency arises and you will be late, we ask that you call 237-1154 (S&P program office) or 238-2422 (church office) to let us know. No late fee will be assessed in the case of an emergency.

EMERGENCY OPERATIONS PLAN INFORMATION

This plan is to assure you of our concern for the safety and welfare of the children attending Stay and Play. Our Emergency Operations Plan provides for responses to all types of emergencies. Depending on the circumstance of the emergency, we would use one of the following protective actions:

- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate taking cover inside the building as the best immediate response.
- *Immediate evacuation:* Children evacuated to a safe area near the grounds of the facility in the event of a fire alarm, etc.
- *Evacuation:* Total evacuation of the facility may be necessary if there is a danger in the area. In this case, children would be taken to a relocation facility at the Municipal Building on South Allen St. (other location only if directed by Centre County Emergency Personnel).
- *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for children (such as utility disruptions) but may be necessary in a variety of situations. **Please check the Stay and Play website: www.stayandplay.scpresby.org, your email, listen to 95.3 3WZ radio station, and/or view WTAJ/TV for announcements relating to modified operations of Stay and Play.**

We ask that you do not call or text during an emergency. This will keep our telephone lines free to make emergency calls and relay information. We will call, text or email you to let you know that we've taken one of these protective actions. We will also call, text or email you when we've resolved the situation and it's safe for you to pick up or drop off your child.

The form designating persons to pick up your child was provided for you to complete and return to Stay and Play by the first day of school. This form will be used any time your child is released during an emergency situation. Please ensure that only those you list as designated custodian(s) attempt to pick up your child. **Also always inform Stay and Play Preschool of any changes/updates that need be made to this form.**

We specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to ensure the safety of your children and our staff, we ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please contact the Director.

CLOSINGS DUE TO INCLEMENT WEATHER

If the State College Area School District is **CLOSED**, then Stay and Play is **CLOSED**. If the SCASD has an **EARLY DISMISSAL**, then there is **NO ADVENTURE AFTERNOONS** that day.

If the SCASD is **DELAYED**, then Stay and Play will **open at 10:00am**, with morning programs ending at 12:00 noon. Adventure Afternoons would be as usual from 12:00noon-2:45pm.

Make-ups: If there are 5 or more closings due to inclement weather, the Stay and Play Advisory Team would consider whether or not to make-up any or all days.

HOLIDAYS

Stay and Play will be closed on the following Holidays:

* Labor Day	Sept. 2	* Spring Break	March 9-13
* Thanksgiving	Nov. 27-29	* Easter Break	Apr. 10-13
* Christmas	Dec. 23-Jan. 1	* Memorial Day	May 25

Because Stay and Play draws families with diverse backgrounds, we recognize that there will be a variety of approaches concerning holiday recognition and celebration. Should students raise questions, the teacher will provide a brief and age appropriate explanation of the origins of celebration/customs. Included will be the emphasis that different families choose to celebrate in different ways. *If any families would like to share their family traditions/ observations, teachers will work with you to determine how to best share the various types of observances, as this can be educational for the children.*

SUPERVISION AND DISCIPLINE POLICIES

The proper staff/child ratio will be in effect in all classrooms at all times. Daily attendance is taken and each staff is assigned a “group” of children to be responsible for in case of emergency.

All discipline is handled in a positive manner, using firm, but loving, language. Children may be removed from the situation provoking the behavior and may be redirected to another activity until they are ready to join the group again. We do not require apologies if a child hurts another person, either physically or emotionally, *however* we do work to help them understand the affect they have on others and work to teach empathy and compassion at the developmentally appropriate level for the child. Parents will be notified of any discipline problems that occur.

DISMISSAL POLICY

Our dismissal policy addresses serious, aggressive, negative behavior of children that can harm or hurt another person. These behaviors include, but are not limited to, biting, kicking, hitting, scratching, pinching, and hair pulling.

- With first offense: Teachers will work with child to identify emotional response and help child to find and practice an alternative response/behavior. An accident report will be completed if necessary and parents will be informed of the child's behavior.
- If behavior continues over time, a conference will be set up for the parent(s), the teacher and the director (if necessary) to determine if this is an issue that can be resolved. If it is determined that the issue can be resolved, a plan will be made and goals set to correct it.
- Parents, teachers and the director will continuously communicate and evaluate the plan to determine if changes or adaptations to the plan would better meet the needs of the child.
- If the behavior continues: If with the plan there is no improvement and the issue cannot be resolved (it is determined that Stay and Play Preschool is unable to meet the needs of the child), it will result in the dismissal of the child from our program with no refunds.

REPORTING CHILD ABUSE

All staff are mandated reporters and trained in mandated reporting procedures. As is required by law, Stay and Play staff will report any *suspected* child abuse to the proper authorities.

HAND WASHING POLICY

In order to cut down on transmitting germs to each other a hand washing policy has been devised. Hand washing will take place at the following times:

- Upon entering the classroom first thing in the morning
- After toileting or a diaper change
- After nose blowing
- Before and after eating or working with food
- Before and after using the sensory/water tables
- Before and after playing with play dough
- Before and after going to the indoor gym

On a daily basis, table surfaces are disinfected before snack and lunch, toys are disinfected after use, and doorknobs are disinfected.

HEALTH MANAGEMENT

We are required to keep a child's health information on file. You will receive a health assessment with the enrollment forms package to be completed by your child's physician and returned to us no later than November 1. The Department of Human Resources mandates that each child we enroll to be immunized. If you have any further questions regarding immunizations, please see the director.

***We will not administer any medication to a child.** Except life-saving epi-pens or inhalers as prescribed by a Doctor.

If your child misses a day of school because s/he is ill, there is no need to call us. But we do ask that if they have a communicable disease or will be absent for an extended period of time that you let us know. There is no tuition credit for days missed due to illness.

If your child develops any of the following or any other symptoms of being ill while at Stay and Play, you will be called and asked to come pick up your child. We also ask that you DO NOT bring your child to Stay and Play if they exhibit any of the following symptoms:

- A fever of 101.1 or higher
- Unusual spots or rash
- Sore throat
- Eye infection or discharge from the eyes
- Diarrhea
- Vomiting
- Persistent cough
- Lice

Your child is not permitted back to school until 24 hours after the symptoms are gone (without the assistance of medication), OR, in the case of communicable disease or lice, until you obtain a written note from your child's physician noting when your child may return to childcare.

In the event of a medical emergency, we will treat your child with first aid. If it is a life-threatening or serious injury, you will be called and your child will be taken to the emergency room at Mt. Nittany Medical Center or an ambulance will be called. In a minor event, you will be notified when you should pick up your child.

HEAD LICE POLICY

Stay and Play Preschool strives to provide and maintain a healthy environment for students and staff. This policy has been developed in pursuit of this goal.

A child will be sent home if nits or a louse is seen on their head. The child will be monitored closely until they leave to insure there is minimal possibility of spreading. (Lice do not jump or fly.)

Once the child is dismissed, the rest of the children will go to another room for activity(ies) while that classroom is cleaned as well as any other areas that need cleaned.

All parents within the program will be notified that lice was potentially on the premises. It is the responsibility of the parents to check and monitor your children. Stay and Play staff are not qualified to do thorough checks.

TO RETURN TO SCHOOL:

A written note from a medical professional is required stating that the child is lice & nit free and cleared to return to school/childcare.

All lice treatments are ongoing for 2 weeks or more depending on the severity of the lice. Stay and Play Preschool Administration will follow-up with parents to insure the treatments are being successfully administered.

TOYS FROM HOME

We ask that your child *does not* bring in toys from home unless it is their sharing day. This alleviates sharing problems and avoids items getting lost or broken at school. Thank you for your cooperation.

CLOTHING

Please dress your child to play! Children learn through play and in order to get the best experience every day, your child will be provided with hands-on learning materials that will allow them to get messy and explore their world. Every effort will be made (by the use of smocks/paint shirts) to keep your child as clean as possible, but on occasion they will get messy or wet. Also, for safety purposes, please have your child wear shoes that will allow them to run and jump and play. With that in mind we ask that they *do not* wear flip-flops or open toed sandals or shoes that will easily fall off their feet. Please put them in closed toed shoes.

Please provide at least ONE COMPLETE set of seasonally appropriate clothes (pants/shorts, shirt, socks, and underwear), labeled with your child's name or initials, for your child to change into should they need it. These will be kept in your child's backpack or diaper bag.

SNACKS

To keep our costs down, we ask parents to donate snacks for our classrooms. Sometimes we may also ask that you bring in cups and/or napkins. Snack notes are handed out to you periodically telling how much snack to bring. **We are peanut-free, so all snacks must be free of peanut products.** Please read the label to see ensure the items are NOT packaged where peanut items are processed. (*Peanuts and peanut products can be listed in the ingredients under different names: ground nuts, earth nuts, mixed nuts, peanut butter, peanut oil, arachis oil, and ground nut oil.*) If your child has any allergies, please complete and return the allergy form provided in the enrollment packet. You may also provide your own snack for your child. We ask parents to bring in pre-packaged snacks. Water is provided as a beverage during snack time.

BIRTHDAY POLICY

If you wish to celebrate your child's birthday at school, please talk with your child's teacher to organize a special snack or activity.

Many of our children are becoming more aware of what is going on around them and they notice if they do *not* get an invitation to a party. If your child's party is unable to accommodate all children in the class, we ask that you kindly mail the invitations to those who are invited. Until the Directory is complete, please see your child's teacher for addresses.

STUDENT PHOTOS

*Class and individual photos will be taken in the Fall by a selected photographer. All students will have their picture taken for the class photo, which may be purchased depending on the photographer's fees. Parents may order individual picture packages as well.

*In the spring, for those children whose parents schedule a session, photos will be taken by Katie Brumberg Photography (siblings may be photographed together as well). The Spring photo opportunity is a fundraiser for Stay and Play Preschool as we are given a specific percentage of the profits from orders taken.

*Informal photography will occur throughout the year to capture the children's growth and development as well as for specific projects being done within the classroom/preschool. Some teachers use the photos for events throughout the year. All classes use a Google Photo sharing by Invitation only website to share photos with the parents of the children in their class throughout the year. There will be a photo release for all parents to sign at the beginning of the year. If you wish your child not be photographed or their photo used in a specific way (Google photo site, classroom displays, etc.), please, note this as directed. No photos of

children (specifically faces) will be used for brochures or our website without parental consent.

TRANSFER OF CHILD'S RECORDS

We keep your child's records for two years after leaving the Stay and Play Program. If you wish to take the records with you, let the Director know and you will be given a form to be signed before the records are released to you.

FUNDRAISER

Since we are a non-profit, tuition-funded preschool, Stay and Play holds annual fund-raisers during the year. Proceeds go toward supporting our budget - buying new or replacement equipment and supplies. The types of fund-raisers that we do may vary each year. Participation in fundraisers is not required, however it is encouraged to ensure we are able to continue to maintain a quality program.

PARKING

The Stay and Play staff and the Church staff will be parking in the Beaver Street parking garage, leaving the church parking lot available for our Stay and Play Families for drop off and pick up. **We ask that you come and go quickly, so the spaces will be available for others.** If the church lot is full, there is metered parking next to the church parking lot or in the Beaver or Fraser Street parking garage. Parking is free downtown in the lots until 10am and the first 30minutes in parking garages is always free. Please **DO NOT** park in the alley behind the church, the Post Office parking lot, the First National Bank parking lot or the Fire Lane. You risk getting towed or ticketed. Thank you.

Stay and Play 2019-2020 Tuition Information

For All Classes (Mornings 9-12)

2 days/week - \$152.00/ month

3 days/week - \$216.00/month

5 days/week - \$341.00/month

Security Deposit (Due by 8/1)

\$ 76.00

\$ 108.00

\$170.50

Adventure Afternoons Fees (Afternoons 12-2:45 for children who have turned 3)

	<u>Drop In</u>	<u>Permanent Part Time</u>
For one child:	\$17.00/day	\$14.00/day
For two siblings:	\$27.50/day	\$21.00/day

Early Morning Drop-Off

Two mornings/week

Three mornings/week

Five mornings/week

1 child

\$25.00/month

\$36.00/month

\$57.00/month

Sibs rate

\$37.50/month

\$54.00/month

\$85.50/month

Application Fee

A non-refundable \$50 registration fee for one child / \$75 for two or more children is expected with the application for your child(ren).

A security deposit equal to one half month's tuition is due by August 1st to reserve your child's space. The security deposit will be credited toward May's tuition. If you need to withdraw your child from the program, we need at least a two-week written notice and your security deposit will cover their last two weeks of school.

Tuition is Due on the first day of each month. Checks should be made payable to SCPC (State College Presbyterian Church). *A fee will be assessed for any returned checks to cover any fee we are charged.*

DELINQUENT PAYMENT POLICY

Monthly tuition payments are due on the 1st of each month. When paid after the 5th of the month, a \$20 late fee is assessed. If it appears that you may have trouble paying the monthly tuition, please contact the director as soon as possible to see if we can find a solution before your account becomes delinquent.

- Any account that is 10 days past due will be charged an additional \$10 fee.
- Any account that is one month overdue will result in *suspension* of the child from school until the account is paid in full.
- Any account that is *more than one month overdue* may result in *permanent dismissal* of the child from school and a collection agency will recover the past due funds.

TUITION ASSISTANCE

Stay and Play maintains a modest Tuition Assistance Fund. These funds come from a portion of the school's income, gifts, benevolence funds of the church and occasional special gifts. Since funds are limited, we will grant them to those whose need is most acute. Applications may be picked up in the Stay and Play office. All information is strictly confidential and will not be given to any individual or group other than the committee directly concerned with granting financial aid for the school. Allocations of funds are reviewed with recipients in Jan. each year to determine if the funds are accurately allocated (if needs have changed for applicants). Recipients of assistance are encouraged to participate in volunteer opportunities within the program as a means of giving back in ways other than monetary.

Subsidized child-care may also be available from Child Care Information Services of Centre County for those who qualify. Please call (814) 231-1352 or stop by the Stay and Play office for information on how to apply.

INSURANCE

Stay and Play has liability insurance to cover all students enrolled in the school through the State College Presbyterian Church policy.

GRIEVANCES

Any grievances should be brought to the Director's attention immediately. All efforts will be made to fairly assess the situation and find a common solution to the problem in a timely manner.