

Enrollment Policy

We are thrilled to welcome you to LRSB, and are looking forward to getting to know you and your child/children. Below are listed the policies we adhere to upon your enrollment. We would like to assure you that if you have any questions, comments or concerns to please let us know, as we will be happy to listen.

1. Acceptance Fee:

A: Upon your acceptance of a spot at Little Red, there is a \$125 (non-refundable) acceptance fee.

B: This is a one-time fee and is invoiced separately from registration/tuition.

C: This fee is due within 7 days of accepting the spot and receiving the invoice.

2. Enrollment Fee:

A: Upon your attending Little Red, there is a \$100 enrollment fee. This will not negate the annual registration fee.

B: There will then be an annual registration fee of \$100 that is applied each September.

C: This fee is prorated quarterly, from September forth, for those that enroll after September.

3. Paper Work:

A: Upon your enrollment, all paper work needs to be fully completed before or on your child's start date.

B: The director of your program should encourage you to stop by sometime before the start date, ensuring that you have enough time to get the paper work completed.

C: The forms include; registration forms, release forms, medical forms (that need to be taken to the doctor), informational forms, and a handbook.

4. Transition Period:

A: We recommend that you come in with your child before he/she starts, spend some time getting to know the room, and spend time getting to know the teachers.

B: We also suggest transitioning the child into the program by gradually adding hours to their schedule rather than leaving them all day right away. An example would be; the first day dropping him/her off at 8:30 and picking him/her up at 12:30, the second day then, you may drop off at 9:30 and pick up at 3:00, and so on.



C: The child may be acting fine, and you may think you should leave him/her longer; however, keep in mind that you want to try to pick up while the child is happy which will entice them to want to come back the next time, rather than waiting until he/she is sad or having a hard time which may turn them away from wanting to come.

5. Tuition:

A: Tuition is emailed to you around the 27th of the month for the following month. Please let us know if you don't receive your statement, and make sure you give us your correct email address.

B: Tuition is due on the 1st of every month and is considered late after the 5th. If your tuition is still late after the 15th of the month, you will be charged an additional \$50 on your invoice.

C: We cannot reimburse you for Holidays that we are closed or vacation days you choose to take, as we have already taken that into consideration when determining monthly costs.

D: If we are closed due to a snow-day or an emergency, your day will not be financially reimbursed.

6. Drop-in Days:

A: As a "perk" here at LRSB, we offer drop-in days. You must be fully enrolled in the program before requesting drop-in days.

B: The cost is \$50, payable in cash or check and due the morning of the drop-in.

C: Drop-in days are NOT guaranteed. This is because of many different factors including if another child out for the day and there is enough staffing.

C: We ask you to please respect the directors when asking for a drop-in day, in that they will put you on the waitlist; however, they may not know until the day of.

7. Volunteer Time:

A: We require 1 hour of volunteer time per month; or at least \$15 of materials purchased off one of our "wish-lists". Your directors should let you know where the wish-lists are located upon your enrollment.

B: If volunteer time is not completed by the date in which tuition is placed into folders, you will be charged a \$40 fee.

C: It is also important to remember to write your volunteer work down in your classroom's designated book in the "parent resource" area.

FAQ's about enrollment:

Q: Can you pay day to day?

A: No. We are a year round preschool in which you pay monthly to ensure your spot. We are not a drop-in center.



Q: Can you trade/switch days from week to week?

A: No. This is because we have filled our rooms on each day of the week with different children, and it would put us over our teacher-student ratio if children were to just come whenever.

Q. How do you go about adding/dropping days?

A: If you are wanting to add a day; please let the directors know what day(s) you are wanting to add, and when. From there the directors will put you on the waitlist for that day(s) and let you know if there is anyone else in line before you.

If you are dropping a day, please inform the directors as soon as possible. You must give us at least 2 weeks notice, giving us enough time to fill the day with another child.

Q. Can you sell your days if you are not going to be here?

A: No. This is because, we offer the opportunity for drop-in days for each family, and priority for the vacant day, is given to those who have previously asked for the day.

Q: Are your days guaranteed back if you leave for an extended period of time?

A: Yes. However, this is only possible if you continue to pay for your current schedule. Otherwise, we will need to fill the days, you can let us know when you plan to return, and we then keep a “look out” for those days to come available again. In other words, in order to hold a guaranteed spot, you will need to comply with the appropriate tuition amounts.

