



ROULHAC'S PRESCHOOL

Established in 1940

Roulhac's Preschool and
Childcare, LLC
390 South Yates Road
Memphis, TN 38120
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2016-2017 POLICY STATEMENT

PARENT COPY

1. The center will be open from 7:00AM to 6:00PM, Monday through Friday. Children cannot be left earlier or kept later. A fee will be imposed for children kept past 6:00PM (See item 5).
2. THE PRIORITY INFORMATION PACKET MUST BE COMPLETED BY A PARENT OR GUARDIAN AND RETURNED ON OR BEFORE YOUR CHILD'S ENTRANCE INTO THE PROGRAM. THESE FORMS ARE REQUIRED BY THE DEPARTMENT OF HUMAN SERVICES AND HEALTH DEPARTMENT, AND MUST BE PLACED IN YOUR CHILD'S FILE ON OR BEFORE THE FIRST DAY OF ATTENDANCE.
3. THE SCHOOL IS REQUIRED BY LAW TO HAVE A COPY OF A CURRENT IMMUNIZATION CERTIFICATE SIGNED BY A HEALTH CARE PROVIDER ON FILE IMMEDIATELY UPON CHILD'S ENTRANCE TO THE SCHOOL. **NO EXCEPTIONS!**
4. TUITION IS DUE IN ADVANCE, WHETHER PAID MONTHLY, BI-MONTHLY OR WEEKLY.
MONTHLY: DUE ON THE 25th OF EACH MONTH PRIOR.
*A LATE CHARGE EQUAL TO 10% OF THE CURRENT MONTHLY TUITION WILL BE ADDED TO ANY UNPAID ACCOUNTS ON THE 26TH OF EACH MONTH. \$15 PER DAY WILL BE ADDED *DAILY* AFTER THE 1ST OF THE MONTH TO ANY UNPAID ACCOUNTS UNTIL THE MONTHLY TUITION AND LATE FEES ARE RECEIVED IN FULL.
BI-MONTHLY: HALF DUE ON THE 25TH OF THE PRIOR MONTH AND 10TH OF THE CURRENT MONTH.
*A LATE CHARGE EQUAL TO 5% OF THE CURRENT MONTHLY TUITION WILL BE ADDED TO ANY UNPAID ACCOUNTS ON THE 26TH AND 11TH OF EACH MONTH. \$15 PER DAY WILL BE ADDED *DAILY* AFTER THE 1ST AND 16TH OF THE MONTH TO ANY UNPAID ACCOUNTS UNTIL THE MONTHLY TUITION AND LATE FEES ARE RECEIVED IN FULL.
WEEKLY: DUE ON MONDAY OF EACH WEEK, IN ADVANCE.
*A LATE CHARGE OF \$25.00 WILL BE ADDED TO ANY UNPAID ACCOUNTS ON FRIDAY OF EACH WEEK.
*ANY ACCOUNT CARRYING AN UNPAID BALANCE PAST THE LAST DAY OF THE MONTH WILL BE ASSESSED A \$25.00 LATE CHARGE. IN ADDITION, IF THE PAST DUE AMOUNT OF THE ACCOUNT IS EQUAL TO OR EXCEEDS THE AMOUNT OF THE CURRENT MONTHLY TUITION, YOUR CHILD WILL BE *SUSPENDED* EFFECTIVE THE 1ST OF THE MONTH. *SUSPENSION WILL REMAIN IN EFFECT UNTIL ACCOUNT BALANCE IS UP-TO-DATE OR PAYMENT ARRANGEMENTS HAVE BEEN MADE WITH THE DIRECTOR.* **ANY ACCOUNT 60 DAYS PAST DUE WILL BE SUBJECT TO COLLECTION. YOU WILL BE RESPONSIBLE FOR COLLECTION FEES, ATTORNEY FEES, AND COURT COSTS.
*A \$35.00 CHECK FEE WILL BE ADDED FOR ANY RETURNED CHECKS. THE CHECK WILL BE REDEPOSITED UPON RECEIPT. IF THE CHECK IS CANCELED, YOU MUST IMMEDIATELY REPLACE THE CHECK WITH CASH, CASHIER'S CHECK, OR MONEY ORDER IN THE AMOUNT OF THE CHECK PLUS THE \$35.00 CHECK FEE. ACCOUNTS WILL BE PLACED ON A CASH-ONLY BASIS AFTER THE SECOND OCCURANCE.
IMPORTANT A TWO WEEKS WRITTEN NOTICE OF YOUR INTENT TO REMOVE YOUR CHILD FROM THE CENTER IS REQUIRED. YOUR CHILD IS ENROLLED FOR THE DURATION OF EACH MONTH. YOU ARE RESPONSIBLE FOR EACH MONTH'S TUITION IN ITS ENTIRETY UNTIL A WRITTEN WITHDRAWAL NOTICE IS RECEIVED. UPON RECEIPT OF WRITTEN NOTICE, MONTHLY TUITION CHARGES WILL STOP EFFECTIVE TWO WEEKS FROM THE DATE OF THE NOTICE. *ANY ACCOUNT REMAINING UNPAID WILL CONTINUE TO INCUR LATE CHARGES UNTIL ACCOUNT IS PAID IN FULL. AT THIS POINT, THE ACCOUNT WILL BE CLOSED. THERE WILL BE NO ALLOWANCES MADE FOR ILLNESS, VACATIONS, HOLIDAYS, RELIGIOUS BELIEFS, ACTS OF NATURE, OR ANY OTHER REASON.
*FOR THOSE CHILDREN ENROLLED THROUGHOUT THE SUMMER MONTHS, WHO WERE EITHER NOT ATTENDING DURING THE SCHOOL YEAR AND/OR NOT CONTINUING IN THE FALL, TUITION WILL BE BASED ON A 12 WEEK SESSION.
5. *LATE PICK-UP AFTER 6:00 PM:
\$5.00 PER MINUTE, THE FIRST 5 MINUTES.
\$2.00 PER MINUTE UNTIL PICK-UP.
THESE FEES MUST BE PAID UPON PICKUP TO THE CAREGIVER WHO STAYED LATE WITH YOUR CHILD. ANY LATE FEES REMAINING UNPAID AFTER 7 DAYS WILL RESULT IN SUSPENSION OF YOUR CHILD UNTIL THE LATE FEE IS PAID TO THE CAREGIVER.
6. SIGNING YOUR CHILD IN AND OUT DAILY ON THE SIGN-IN/SIGN-OUT SHEETS IS REQUIRED OF EACH PERSON WHO BRINGS AND/OR PICKS UP YOUR CHILD. **MANY PARENTS IN THE PAST HAVE DISREGARDED THIS POLICY.** PLEASE UNDERSTAND THIS POLICY IS REQUIRED BY THE DEPARTMENT OF HUMAN SERVICES. IT IS THE TRANSFER OF RESPONSIBILITY OF YOUR CHILD. PLEASE NOTE: FAILURE TO SIGN IN/OUT WILL RESULT IN ONE DAY SUSPENSION FROM ROULHAC'S PRESCHOOL FOR EACH OFFENSE! IF THIS INDIVIDUAL IS SOMEONE OTHER THAN A PARENT OR LEGAL GUARDIAN, THE CENTER MUST BE NOTIFIED BY WRITTEN NOTICE OR VERBAL COMMUNICATION. DESCRIPTION OF THE PERSON PICKING UP IS REQUIRED AND THE PERSON MUST BE PREPARED TO SHOW PICTURE IDENTIFICATION. ONLY SIBLINGS 16 OR OLDER WILL BE ALLOWED TO SIGN A CHILD OUT.
7. NO CHILD WILL BE ALLOWED TO LEAVE THE CENTER WITH ANYONE OUTSIDE OF A PARENT/GUARDIAN UNLESS A CALL OR NOTE HAS BEEN RECEIVED FROM THE PARENT/GUARDIAN GIVING A DESCRIPTION OF THE PERSON PICKING UP. THIS PERSON MUST BE PREPARED TO SHOW PICTURED IDENTIFICATION. **NO EXCEPTIONS!**

SEE REVERSE SIDE

8. PARENTS MUST NOTIFY THE CENTER OF ANY CHANGES IN WORK, HOME, or CELL PHONE NUMBERS, ADDRESSES, EMERGENCY NUMBERS, AND PEOPLE ALLOWED TO PICK-UP. *IF SOME SITUATION REQUIRES THAT A SPECIFIC PERSON TO NOT PICKUP YOUR CHILD, YOU MUST NOTIFY THE SCHOOL IN WRITING OF THIS SITUATION. *IF THERE IS A COURT ORDER STATING THAT A CERTAIN INDIVIDUAL IS NOT ALLOWED TO PICK UP YOUR CHILD, A COPY OF COURT DOCUMENTATION MUST BE SUBMITTED TO THE OFFICE TO BE PLACED IN YOUR CHILD'S FILE.
9. A child may not remain at the center if he/she is thought to be ill. *IMPORTANT: If your child shows signs of being ill, you will be called immediately and will be expected to come immediately for your child. If you are called because your child has fever (axillary reading of 99.6 or higher), you are expected to come immediately for your child. *Children sent home with fever will not be allowed to return to school the following day. *Children must be kept home until completely free from fever for *24 hours without medication*. NO EXCEPTIONS!!
*DO NOT SEND YOUR CHILD TO SCHOOL WITH ANY COMMUNICABLE ILLNESS, SUCH AS CHICKEN POX, STREP, PINK EYE OR IMPETIGO. A child showing symptoms of any of these illnesses *will not* be allowed to attend unless a PHYSICIAN'S STATEMENT is brought in stating your child is not contagious. This does not apply to children with fever. *NO EXCEPTIONS UNDER ANY CIRCUMSTANCE!* *YOU MUST NOTIFY THE CENTER IF YOUR CHILD HAS A COMMUNICABLE ILLNESS.*
10. If a child must be given medication by a staff member, a medication form must be filled out and signed by BOTH the parent and the attending staff member. *Prescription medications* must be given to staff member in the prescribed bottle from the pharmacy (no exceptions) with your child's name and complete instructions as prescribed by health care provider on it. Over the counter medication must be given to staff member in the original bottle or packaging, clearly marked with your child's name and complete instructions must be given on the medication form as to times and dosage.
11. OUTDOOR PLAY IS REQUIRED BY DEPARTMENT OF HUMAN SERVICES UNLESS WEATHER CONDITIONS MAKE IT ABSOLUTELY IMPOSSIBLE. Be sure your child is dressed appropriately for outdoor play. All children will go outdoors everyday, weather permitting. IF YOUR CHILD IS TOO ILL TO GO OUTDOORS, CHANCES ARE YOUR CHILD IS TOO ILL TO BE AT SCHOOL. Sunscreen may be applied to children during the summer months, unless requested otherwise.
12. CHILDREN ENTERING THE THREE-YEAR-OLD PRESCHOOL PROGRAM MUST BE FULLY POTTY TRAINED! THERE ARE SPECIAL REQUIREMENTS MADE BY DEPARTMENT OF HUMAN SERVICES FOR ANY CHILD NEEDING DIAPER CHANGES, AND THE THREE-YEAR-OLD CLASSROOMS DO NOT MEET THESE REQUIREMENTS.
CHANGES OF CLOTHING ARE REQUIRED FOR ALL CHILDREN.
If clothing is soiled, it must be taken home and replaced the next day with clean clothing. If we have no change of clothes and your child soils the clothes he/she is wearing, you will be called to come for your child.
13. Due to the lack of licensed facilities, a lunch program is not offered; therefore parents provide lunch. Refrigeration and heating facilities are limited as well. Any foods requiring refrigeration should be sent in a thermos, or with a cool pack in the lunch box. Lunch boxes will not be stored in the refrigerator. Any heated foods should be sent in wide-mouth thermoses. Microwaves are available to the Toddler and Begingergarten age groups ONLY.
14. The Roulhac's staff *will not* be responsible for toys/belongings brought to the center. Anything your child brings MUST be marked clearly with your child's name. This includes articles of clothing: coats, hats, mittens/gloves, blankets, changes of clothes, etc.
15. CHILDREN ARE NOT ALLOWED TO RECEIVE PHONE CALLS, so please do NOT call the school asking to talk to your child. NO EXCEPTIONS!
16. POLICY ON INCLEMENT WEATHER CLOSINGS: IF THE CITY SCHOOLS CLOSE ANYTIME DUE TO INCLEMENT WEATHER CONDITIONS, ROULHAC'S WILL CLOSE. LISTEN TO SCHOOL CLOSINGS ON WREG TV (CHANNEL 3) AND WMC (CHANNEL 5), CALL AND LISTEN TO THE VOICEMAIL ON THE SCHOOL PHONE. YOU CAN ALSO CHECK OUR WEB SITE: WWW.ROULHACS.COM OR OUR FACEBOOK PAGE, ROULHAC'S PRESCHOOL AND CHILDCARE. IF INCLEMENT WEATHER OCCURS AND CITY SCHOOLS ARE NOT IN SESSION, A DECISION WILL BE MADE QUICKLY AS POSSIBLE BY THE DIRECTOR. NOTIFICATION WILL BE SENT OUT BY CALLING POST, EMAIL, PLACED ON THE SCHOOL VOICEMAIL, AND POSTED ON THE WEBSITE AND FACEBOOK.
17. *IMPORTANT! ALL NOTES SENT HOME REQUIRING YOUR SIGNATURE/ACKNOWLEDGEMENT MUST BE RETURNED TO SCHOOL IMMEDIATELY UPON RECEIPT. EXCEPTIONS: OUT-OF-TOWN AND ILLNESS ONLY!

RECEIPT OF ROULHAC'S PRESCHOOL AND CHILDCARE POLICY STATEMENT AND DEPARTMENT OF HUMAN SERVICES LICENSING REQUIREMENTS

Please sign the School Copy of the Policy Statement and return with the other data sheets in your Priority Information Packet. Keep the Parent Copy for reference.