

Valley Baptist Preschool
1401 York Road
Lutherville, MD 21093
Cindy Glorioso, Director
(410)321-6266 FAX (410)828-0876

General Information for Parents

Admissions:

1. Child must be at least 12 months through four years old.
2. There is an annual, non-refundable application fee of \$75 per child.
3. By **July 1st**, the following forms and fees are to be turned in TOGETHER in one envelop in the Preschool Office:
 - a. Health Inventory (#1215) – new students only
 - b. Emergency Contact Card (#1214) – all students
 - c. Living Habits form – all students
 - d. Completed tear off page of “A Parent’s guide to Regulated Child Care” pamphlet – new students only
 - e. September/May tuition fees and snack/supply fees
 - f. Signed Parent Agreement form
4. A \$25 fee will be assessed for processing forms and fees not received by **July 1st and on the first and the 15th of each month thereafter. If payment is not received by September 1, your child’s spot will be forfeited.**
5. Health records are the responsibility of the parent to maintain. EACH TIME AN IMMUNIZATION IS GIVEN TO A CHILD, A FORM MUST BE SIGNED BY THE PHYSICIAN INDICATING WHAT IMMUNIZATION HAS BEEN ADMINISTERED and this form must be given to the Preschool Office.

Policy on Payment of Tuition:

Tuition for September and May is due by **July 1st**. Tuition for the rest of the year is due in monthly installments on or before the 15th of each month prior to attendance, with the final payment due March 15th for April. Hence, October fees must be paid by September 15th. Tuition fees are subject to change but will be kept to the lowest possible charge. A **\$25 late payment fee** will be charged if tuition is not received **prior** to the 1st of the month for which it is due. Should tuition not be paid by the 15th of the month for which it is due, you will be assessed another \$25 late fee and you will continue to be charged the late fee on the first and 15th of each subsequent month that tuition is not paid. Your child may be discharged from the preschool program at the discretion of the MDO Board of Directors for non-payment of tuition.

May’s tuition is non-refundable after December 1st.

A two-week written notice is required for withdrawal. Tuition payments are required for the entire 2 week withdrawal period. No withdrawals are accepted after March 1st.

There is a \$25 charge for returned checks.

Lunch:

1. Send a lunch box containing, minimally, a sandwich or other finger foods. Fresh fruits and vegetables are also recommended. We are not able to reheat any foods for the children. All items should be labeled with your child’s name.
2. We are required to refrigerate all dairy and meat products. Examples: milk, cheese, mayo, meats, hot dogs, and yogurt. It is the parent’s responsibility to label any refrigerated foods with their child’s name and place them in the shoebox outside of the classroom door before the child enters each day.
3. Alert teachers concerning any type of food allergy.
4. We encourage parents to pack healthy, low fat lunches.

Snack and Supply Fees:

State Regulations require that Valley Baptist Preschool be responsible for the purchase of snacks and drinks. We also purchase paint, glue, and other supplies for art projects. Therefore, an annual fee of \$40 will be charged for each weekday your child is enrolled to cover these specific costs. If your child attends 2 days per week, the annual fee is \$80. If your child attends 3 days per week, the annual fee is \$120; 5 days per week, the annual fee is \$200.

Cancellations:

Because our program is non-profit, we cannot refund fees for the days your child is absent because of illness or for other reasons. Costs continue according to the maximum enrollment we have allotted to finance the program.

Arrival:

Doors open at 9:00am. Drop off time is 9:00am until 9:15am.

Please be on time. Late arrivals are very disruptive to the class schedule. Teachers arrive early to set up rooms and cannot receive children before 9:00am.

Departure:

Departure time is between 2:15pm and 2:30pm. School closes at 2:30pm; therefore, your child **MUST** be picked up by 2:30pm. If you arrive after 2:30pm, there will be a late pick up fee charged as follows:

Pick up between 2:30 and 2:40pm \$10

Pick up between 2:41 and 2:50pm \$15

Pick up between 2:51 and 3:00pm \$20

Pick up between 3:01 and 3:10pm \$25

The front doors will be unlocked during drop off and pick up. Otherwise, please ring to be let in.

If anyone other than those persons listed on your child's emergency card is to pick up your child, you must notify the teacher in writing. If this situation arises during the school day, please call the director at 410-321-6266.

Withdrawals:

If you wish to withdraw your child during the school year, notify the director *in writing 2 weeks before date of withdrawal*. You are responsible for paying tuition for these 2 WEEKS while the school notifies a new student of the opening made available by your withdrawal. No withdrawal will be accepted after March 1st. Tuition fees must be paid through May in order to keep our program financially feasible.

Snow Days:

The radio or TV will announce Baltimore County Schools' late opening, snow closings, or early dismissals. Our school follows Baltimore County's announcements (we are NOT in the Hereford Zone.) You may also check at www.wjz.com or call 410 887-5555 for Baltimore County's schedule changes. These days are **non-refundable**.

Holidays:

Many of Baltimore County Public Schools' holidays will be observed by our school. Please refer to your School Calendar and Fee Sheet for those dates.

**Listed by classroom age group, the following are the items each child must bring to school.
Be sure to label ALL items with child's full NAME.**

Infant/Toddler

1. At least 6 disposable diapers
2. One box of diaper Wipes and one box of Kleenex
3. Sippy cup and bib
4. Two changes of clothing including socks
5. Pacifier, security blanket, or other items (if used at home)
6. Mittens and a hat that covers the ears during cool weather.

Twos and Threes

1. At least 3 disposable diapers, 1 box of Wipes, 1 box of Kleenex
2. For rest time: a crib sheet, and a light weight blanket
3. Pacifier, security blanket, or snuggle toy if used at home
4. At least 1 complete change of clothes, appropriate for season of year, including sock and shoes
5. Hat that covers ears and MITTENS during cool weather

Fours

1. One complete change of clothing, correct size, appropriate for season of year, including socks and shoes.
2. One box of Kleenex
3. A beach towel and light weight blanket for rest time
4. A hat that covers ears and MITTENS for cool weather

Please do not bring any toys from home unless they are for show and tell that day.