



Full-Time /Part-Time flexibility program policy

The program offers flexibility but there are certain guidelines that must be met.

1. A schedule must be given at time of enrollment
2. Variation in that schedule must be notified a week in advance so that we can staff appropriately
3. If there is an urgent need, please discuss the change with the director and if we can accommodate we will definitely work with you.
This policy is implemented to maintain ratios, state regulations, eliminate any chance of safety issues and make sure all our kids and families are happy!
4. Program Hours are valid for use:
 - a. Monday to Friday – 6:30am to 6:30pm

Late Pickup: A late charge of \$5 for every 10 minutes past closing will apply, For example, if you pick up at 6:41pm a \$5 charge will apply. If you pick up at 6:51pm a \$10 charge will apply.

We thank you for your cooperation and understanding

Management

I have read the above policy, I understand the above policy and agree to its terms.

Name _____

Signature _____

Dated _____

Director/ Owner signature _____