Welcome to The Little ARC Academy

***Below you will find a few of our policies that we stand firm on at LARCA. We ask that you read over each policy carefully, initialing and dating each section.***

* Our sign in and out form is also located in your child classroom. Each child MUST be signed in and out EACH day. Each person picking up your child must be on the approved check out list and we must have a copy of their picture id to put on file. Upon signing out your children you MUST print both your FIRST and LAST name. No initials are allowed.

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* ***No food, drinks, or toys*** are allowed in the building unless we are having class parties. Please make sure that if your child(ren) are eating breakfast on the way to the center that it is left in your car before entering. Please do not allow them to enter the facility with their food or drinks. We do provide a nutritious breakfast every morning between 8:00 – 8:30. When children bring in outside food and toys it often starts physical and verbal altercations.

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* Before enrollment we are required to have a copy of your child’s vaccination records on file upon entry into our facility.

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* All payments are due by 10AM on Mondays or there will be a $20 late fee added to your account. \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_
* Upon being enrolled for one whole year you will attain one a week vacation credit to use at your convenience. However, before that one year mark if your child has to miss any days you are still required to pay their regular weekly tuition just as if they were here.

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* We will no longer be administering breathing treatments. However, all parents are welcome to come anytime during the day to administer those treatments themselves. We will continue to administer all topical and oral medications.

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* **After 10 AM we do not accept children unless they have a doctor’s excuse until 12PM. After 12PM, no one will be accepted into the center until the next business day.** This is to allow our teachers the opportunity to input all their child observations into their TS Gold system. It also allows the children who are present all day to be able to get in their lunch and full naps without being disturbed.

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* I understand that I must give two weeks written notice that I will be leaving The Little ARC Academy. I realize that if I leave without a two weeks’ notice, my account will still be charged. If my balance is not paid in full, I am aware that I will be sent to collections and reported to the DCFS if I receive state funding.

\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

***I am signing stating that I have read and understand all the attached policies and procedures. I understand that most can be found in my child’s handbook. These are just a few highlights of the most missed and most misunderstood policies.***

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Signature Date