

## NEWBURY SCHOOL POLICIES AND HANDBOOK OVERVIEW

1. Hours and days of operation: 6:30 a.m. to 6:00 p.m. Monday through Friday.
2. Tuition is a year round obligation and is payable weekly, biweekly or monthly regardless of illness, vacation or school closings for holidays or emergencies, such as weather. Tuition for kindergarten and part-time preschool is based on the academic school year and the contractual obligation. The half day preschool program will follow the Anne Arundel County school calendar. When AA County schools are closed, the half day program will close. This only affects the children who attend Newbury School either for the morning session from 9:00 – 11:30 or the afternoon session from 12:15 – 2:45. Full time students follow the Newbury School calendar.
3. Tuition is due on Friday for the coming week. Tuition not paid on Monday (for the current week) by the close of business will be charged a \$25.00 late fee. Return checks will be assessed a \$25.00 fee and after two (2) returned checks, personal checks will no longer be accepted.
4. Each family with a child in infant through Pre-K classes is entitled to a one (1) week vacation per twelve (12) month period. The vacation week may be taken after six (6) months enrollment. Children in kindergarten, Before and After and part time preschool are not eligible since they are not year round programs.
5. Newbury School staff are scheduled to work until 6:00 p.m. Please arrange to pick up your child so that staff may actually leave by 6:00. The fee charged for a late pick up is \$25.00 for the first ten (10) minutes and \$1.00 for every minute over 10 minutes. Newbury School reserves the right to discontinue enrollment to any family who cannot comply with the closing time.
6. The State requires that we maintain an illness policy for the well being of all the children. The criteria for having to stay out of school is a fever of 100.8 or higher, vomiting, diarrhea, unidentifiable or contagious rash, conjunctivitis and a child who is not able to participate in the program, which includes going outside. A child who develops any of these symptoms during the day will need to be picked up and the emergency contact person should be able to arrive at the school within 30-45 minutes. A child sent home must be symptom free for 24 hours before returning to school.

I have received a copy of the Newbury School handbook which includes all policy and procedures for the school. This explains school closings, holiday and tuition payment requirements, illness policy and additional school information.

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Parent Signature

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Date