

POTTY-TRAINED POLICY

1. NCCDP license prohibits the staff from changing diapers. Students may not wear diapers of any type to school, including, but not limited to: disposable diapers, cloth diapers, pull-ups, or special training underwear.
2. The child must be aware mentally and physically that they have to “go potty”.
3. The child must be able to use the toilet, and attempt wiping independently. Teachers will be available in the restroom to supervise and assist if necessary.
4. The child must be able to communicate an understandable word or phrase that means they have to use the restroom. If the word or phrase is in a language other than English, the parents must inform the teachers in advance.
5. Teachers are not responsible for continually taking each child to the potty in addition to the set times during the day (before snack and after outside play time). The teacher will accompany the child to the restroom if the child first indicates the need to go.
6. If a child has consistent potty accidents, NCCDP reserves the right to dismiss the child from school and require the child to not return until fully potty-trained. Consistency is determined on an individual basis, and the child’s schedule will be considered.

LATE PICK-UP POLICY

1. If the student has not been picked-up ten minutes late after class ends, he/she will be brought up to the office by his/her teachers.
2. The teacher will call a parent or designated pick-up person. If there is no response at that number, calls will be made to both parents. If there is no response at the parents’ numbers, the teacher will contact the people on the authorized list.
3. The family will be assessed a late fee of \$10.00 for the first ten minutes after class.
4. An additional \$1.00 will be added to the initial \$10.00 charge for each minute after the first ten minutes after class.
5. Should any family be assessed late pick-up charges four times within one calendar year, the family will be dismissed from enrollment and encouraged to find alternative child which offers longer hours.

DISMISSAL POLICY

Newport Coast Child Development Preschool reserves the right to remove any child from enrollment in the program without prior notice if it is the opinion of the center that it is in the best interest of the child, family, or center. Tuition will be refunded. Reasons for dismissal may include, but are not limited to:

1. The child is a danger to himself, others, or school property.
2. Refusal or inability of the child or family to adhere to the program policies and procedures.
3. Inability of the child to adjust to daily program routines.
4. The child is not potty-trained.
5. Recurring or excessive incidences of biting.
6. Financial default of tuition obligations.
7. Clinical diagnosis determines that the child needs an environment which the preschool is unable to provide.
8. Recurring late pick-up.

I have read, understand, and agree to abide by the policies listed above.

Parent/Guardian Signature _____ Date _____