

Executive Kids, INC
271 Grove Avenue
Verona, NJ 07044
(973)571-9515 Fax (973) 571-9517
School Policies

Hours of Operation- Monday Thru Saturday 7:00 a.m. to 6:30 p.m.

AM- School will open promptly at 7:00 a.m. Early arrivals will not be permitted to enter the facility before 7:00 a.m. regardless if there are any staff members already in the building. They are there fulfilling their job responsibilities.

PM- we close at 6:30 p.m. There is a late fee of \$1.00 per minute for the first five minutes. As of 6:35 p.m. it will increase to \$2.00 per minute and then increases to \$5.00 per minute as of 6:45 p.m. This is to be paid to the employees at the time of pick up. In the event of an early closing, EK will notify all parents three hours prior to Closing time. All children **must be picked up no later than the closing time or a late fee will be applied.**

Tuition

Tuition is due on the fifteenth the month prior to the month of attendance. (Ex. September tuition is due on August 15th) A late fee of \$5.00 per day will be charged for any tuition paid after 6:00 p.m. on the first of each month. Any 3 months of late payments will require additional banking information. Tuition is due in full regardless of absentee due to sickness, snow closing, or holidays. Tuition payment that has fallen behind more than a month will need a credit card payment in full. There is a \$25.00 fee for any bounced checks. The tuition stated in the contact is subject to a yearly increase.

Breakfast

Breakfast is given until 8:30 a.m. If your child arrives after 8:30, please make sure your child has already had their breakfast.

Lunch

E.K. offers a healthy hot lunch program for those who are interested. If you choose not to, you are responsible for sending a well-balanced lunch; sandwich or heat able item with a drink, fruit, or healthy snack. *Please do not send in chocolate, candy or any kind of fruit roll-ups.* Executive Kids provide a morning and an afternoon snack with a drink.

Change of Clothes

Each child will need a complete change of clothes that will be kept at school. Shirt, pants, socks, & underwear are all to be labeled and kept in a zip lock bag. Please make sure that your child's change of clothes is weather appropriate.

Napping

All children napping at school will need a crib sheet, small blanket, and a pillow case. Please make sure you label everything. They will be sent home weekly for washing. All children are expected to nap/rest.

Enrollment Fees

There will be an annual re-registration fee of \$50.00 that is due in March for the following school year.

Registration/Tuition

All parents or guardians will have to sign a registration/tuition agreement. This will confirm the specific days your child will attend. *There are no make-up days or switching days allowed.* **All children that attend school the full 12 months are entitled to one week free vacation, which will be deducted from August tuition.**

Signing In and Out Daily

Please remember to sign your child in and out every day. There are sign in sheets located in each classroom. Please sign your full name and the time you arrive and depart each day. This is a state law and also helps keep an accurate attendance.

Sick Policy

There policies are set up by the Division of Youth and Family Services (DYFS) and set forth by Executive Kids Management & Staff. Please refer to the copy of sick policies and communicable diseases attaches.

Administering Medicine

Medicine will only be administered after a medicine consent form has been filled out but a parent/guardian. Medication must be in its original bottle. You must inform the school when your child is taking any medicine at home. It helps the staff provide appropriate care needed for your child when at school.

Withdrawal

Withdrawal from the program requires one month written noticed to be given to the director. There is no refund given for early withdrawal.

School Holidays

Executive Kids will be closed the following days:

January	New Year's Day (the day before or after)
February	President's Day
March/April	Good Friday
May	Memorial Day
July	Independence Day (the day before or after)
September	Labor Day
October	Columbus Day
November	Thanksgiving Day (Thursday and Friday)
December	Christmas Day (the day before or after)

Special Activities

Parent/Teacher Conferences (Pre-K only)
Holiday Parties
Periodic Field Trips (2 ½ years & older)
Preschool Graduation Ceremony
School & Charity Fund Raisers