



Start Smart Learning Center
865 Church St.
Gallitzin, PA 16641
Phone: 814-884-0119

Email: startsmartgallitzin@outlook.com

CHILD/PARENT SCHEDULES POLICY

All schedule changes must be made one week in advance, and all schedules are due by Tuesday at 12PM for the following week. This assures continued placement for your child, as well as provides staff with their weekly schedules. If your child will be absent for any reason, payment is still due. Please be courteous to staff and make them aware if your child will not be attending that day, as this is very important for the child-staff ratio.

In the event of an unexpected surgery or illness, for you or your child, you must give a two week notice if you plan on your child not returning to childcare. If for any reason your child will be absent for an extended period but will return to care after the absence, you are responsible to continue to make payments, in full, to hold your child's spot.

Your childcare agreement provides a space for you to enter your child's drop off and pick up time. This information is used for scheduling purposes and it is imperative that you follow the time that you list on the form. We understand that sometimes things happen that are out of our control, however being licensed through the Department of Human Services we have a ratio which must be maintained to ensure compliance. Therefore, the drop off and pick up times listed on your forms need to remain consistent each day to maintain ratio. Any changes are welcome but must be done ahead of time by contacting the director to create a new agreement. If a parent needs to drop off earlier or later than the form states for just a day due to a schedule change, approval can be attained through the director.

Start Smart Learning Center reserves the right to refuse drop off if the drop off is attempted prior to the agreement drop off time. There is a 15 minute window for drop off times. If you are outside the 15 minute window, you will be charged \$10 for every 15 minutes that you are late dropping the child off. For example, if you are to drop off at 7:30AM,



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you have between 7:30AM and 7:45AM to drop off before the \$10 fee is assessed. Additionally, if picked up after 15 minutes of the listed pick up time a \$10 late pick up fee will be applied to your account for every 15 minutes that the child remains in our care, unless prior approval is given.

Childcare rate is for a 9 Hour Day. The fee for extended day rates will be \$2.50 per hour over the 9-hour day maximum. This is on a pre scheduled basis only, if you do not schedule in advance parents will be charged as outlined above in regard to late pick up fee.

I, parent of _____ have read and understand the above outlined policy and agree to follow.

Parent Name

Parent Signature

Date