

STANDING RULES

1. SNOW DAY CLOSINGS

All Wayne-Westland schools, both public and private, have agreed to a mutual closing day in inclement weather conditions. The preschool is housed within a Westland facility and is subject to the same closings. If weather conditions are such that you question whether the school will be in session, please listen to the radio and TV for closings.

2. BRINGING CHILD TO SCHOOL/PICKING CHILD UP

The preschool child must be accompanied by one parent or adult who is designated by the parent, when arriving or going home. For safety sake, your child will not be released to any unauthorized person without prior notification to the teacher. The toddler parent or adult that brings the child must stay in the classroom during the session.

3. WORKDAY PROCEDURES

On your workday, arrive **at least 15-20 minutes early** to set up. The working parent is asked to sign in and out to avoid one person habitually coming in late and leaving early. This puts a burden on the other working parents when they have to fulfill additional workday responsibilities and on the children who must wait because the room is not set up. Failure to arrive early, sign in, remain after a session until all tasks are complete, and sign out will result in a \$10.00 fine (due with next month's tuition) after the second offense.

4. AFTER DISMISSAL ON WORKDAY

The working parent is required to remain after dismissal time to help clean up. All working parents are to leave together.

5. SUBSTITUTES

Secure your own substitutes from your own preschool group if you are unable to work a scheduled workday. Work session exchanges must be noted on the schedule posted in the classroom.

6. MONIES

All money orders or checks (except tuition) must be in an envelope on which you've written your name, purpose for money, and amount. **DO NOT LEAVE ENVELOPES WITH MONEY ORDERS OR CHECKS IN THE MAILBOXES.**

7. REGISTRATION

Present members enrollment for the following year:

- A. One person must be present to represent each individual family.
- B. Applications will not be accepted before the stated time.
- C. Please bring CHECKS or MONEY ORDERS ONLY. **Absolutely no cash will be accepted for registration.**
- D. All Board members will also be required to stand in line, with the obvious exception of the Membership Chairperson.
- E. Exceptions to the above will be made only at the discretion of the Board.

