

## **Liberty Learning Center F.Y.I.**

**Vacation Policy:** All full time childcare students are entitled to two (2) weeks of vacation without tuition payments. Notification must be received 2 weeks prior to vacation.

- Full time children may take 2 weeks per calendar year.
- Pre-K and Preschool students may take vacation any time, but are still responsible for the monthly fee.

We will do everything possible to enable your child to make up missed days.

**Snow Days: NO reduction or refund** of tuition will be given for snow days. Whenever possible, snow days will be made up during Easter Break. Liberty Learning Center follows the Great Meadows School decision on snow day procedures. Whenever possible, Childcare will remain open.

We will be available for early dismissals whenever possible. We will contact every parent when there is an early dismissal so that you have the option to pick up your child or leave him/her with us. Check our voice mail, Channel 18 on Comcast cable or WRNJ Radio for information.

**Payments: All payments are due on the first of the month. Each family must have a credit card on file.** Account Statements will be in your child's mailbox by the 28<sup>th</sup> of the preceding month for your review. A late charge of \$25 will be accessed if payment is not received by the 7<sup>th</sup> of the month and your payment will go immediately to your credit card. Attendance will be suspended for children whose families' account is not settled by the last day of any month.

**Absences:** Please call us if your child is going to be absent. We are accountable for every child and need to know if one is missing. If your child will be taking the bus to LLC, we need to know.

**Phone Calls:** Phone calls received between the hours of 9:00 AM and 12:00 PM will be answered by the voice mail system so that we are not interrupted during class time. If there is an emergency, please use our *emergency only* number, 908-852-1228.

**Toys:** Toys from home are **not** permitted in school. Please do not allow your child to bring toys to school. Using the innumerable toys we have saves hard feelings while eliminating jealousy and disappointments. We will have many **Show and Tell** days for special toys from home.

**Snacks:** We provide 2 nutritious snacks a day. If you are sending a snack/birthday treat. **Please** do not send candy or chocolate.