

Operating Policies:

Days and Hours of Operation

Cathy's Nursery School is open Monday - Friday (9:00 am-3:30 p.m.) September – May. Snow days are made up in June. We follow the Glastonbury Public School schedule for holidays and vacations. Tuition is due weekly regardless of any absence, including sick days.

Admission

Our program serves children who are 3 by 12/30 -5years old. A non-refundable registration fee, along with one month's tuition is due upon registration. Tuitions payments are to be made monthly, and due the first of each month.

Each child entering the center must have an updated physical form, signed and dated by his/her pediatrician, including current immunization documentation. Physicals must be updated yearly.

Please call and let a staff know if your child is going to be absent for any reason.

Any changes in address, phone number, employment, etc. must be given to the Director in writing.

In case of inclement weather, please watch TV for closings or delays.

Lunch time is at 12 noon. Parents must supply their child's lunch box. Be sure to label their lunch and provide an ice pack for items that may be perishable. Please send a labeled thermos of water for lunch. The center will provide morning and afternoon snacks at 10:45 a.m. and 2:45 p.m. Snack menus are posted one week in advance.

Parents and guardians are encouraged to visit their child's classroom. Please sign up for a visit.

Withdrawal/Expulsion of Children

Parents or guardians must provide the center with 2 weeks written notice prior to withdrawing their child from the center. All tuition owed must be paid in full. Likewise, if possible, the program will provide the same courtesy if a child must be terminated for any reason. The program will work with all children and families to avoid a child's expulsion.

Communication with Parents

Daily communication with parents is vital to the success of the children's experience at the program. Parents may speak to the teachers at drop off and/or pick up and will receive written communication by weekly emails and monthly newsletters.