Tuition Information

- Tuition is due the first five business days of every month. On the sixth business day, a late fee of $10 will be added to tuition, with a $5 increase each day until tuition is paid. If tuition is over one week late, your child will not be allowed to attend until full payment is received.
  - $525/month for 5 days
  - $395/month for 3 days
  - $280/month for 2 days

Children who receive Child Care Assistance are responsible for all monies not paid by CCAP. Late fee policies will apply to these circumstances as well.

All parents, including NSU students, are responsible for paying the full month's tuition as long as your child is enrolled. This includes a full month's tuition for May, August, and January regardless of whether or not your child does not begin until NSU classes start. The exceptions to this rule are the months of June and July, where it is not necessary for your child to pay tuition if he or she is not enrolled in our summer program.

General Information and Policies

- Our summer term begins on Wednesday, June 3, 2015, and our fall term begins Monday, August 3, 2015. The center is open from 7 a.m. until 5 p.m. Monday through Friday except for noted closures. We offer full and part-time schedules at two days (T/TH), three days (MWF) or five days per week. **We ask that all children arrive by 9 a.m. in order to receive the full benefits our program has to offer.** We provide a consistent daily schedule in our classrooms, and the children become accustomed to our daily schedule. When they arrive late, it not only disrupts our activities, it often is hard for your child to adjust into the regular routine. If you know you will be arriving late please let your child’s teacher know in advance or call the office at (985)449-7105. We must know by **9:15 a.m.** whether or not your child is coming for the day, so that we may have an accurate lunch count. If you do not call us before 9:15 and your child shows up to school after 9:30 a.m., you are responsible for bringing your child a lunch.

- There is a five-minute grace period after 5 o'clock if you are late picking up your child. **After 5:05, there is a one dollar per minute charge that must be paid if you arrive late to pick up your child.**
Generations Teaching Generations
Admission Agreement 2015-2016

- All students are admitted on a six-week probationary basis. During this time the teacher will evaluate the student’s placement and progress. At the end of the six week period, the teacher will consult with the Director and together may recommend that the student be placed in a more appropriate classroom (depending on age, ability, behavior, social and emotional development). Students who have not adjusted to our program after six weeks may be asked to withdraw for a period of time or to find another child care facility.
- We accept children ages 6 weeks to 5 years-old.
- You may add a day to your child’s schedule on an as-needed basis as space permits. This must be pre-arranged with the director at least one day prior to the day you would like your child to attend. The charge for an extra day is $35 per day.
- Children should be brought to school in good health. Teachers will observe the children at drop-off for signs of illness. If your child exhibits signs of illness you will be asked to keep him/her home until their symptoms are gone. Children are not allowed in the center within 24 hours of the following:
  - Fever
  - Diarrhea
  - Vomiting
  - Any communicable disease
A doctor’s excuse to return to school will be required for rashes, pink eye, or any other illness that the director deems it to be necessary. If your child vomits, has two or more loose stools, or runs fever over 99.99 degrees while at school, you will be asked to bring your child home and keep your child out until he or she is 24 hours symptom-free.
- Absence Policy: No tuition credits are given for any days a child is absent due to illness or vacations.
- Refund Policy: Registration and supply fees are collected annually and are non-refundable. Monthly tuition is non-refundable.
- To request a change in your child’s schedule you must meet with the Director. Changes will be accommodated as space permits.
- Other costs that are not included in your tuition may include field trips, school pictures, late fees, and adding extra days.
Termination of Services: Generations Teaching Generations Preschool reserves the right to terminate child care services if, in the judgment of the Teacher or Director:

- A child is aggressive toward other children and causes harm to others or self.

- An inordinate amount of the teacher’s time is needed to attend to a particular child’s special situation, to the extent that it is depriving the other children in the classroom the level of care and concern to which they are entitled. In such a situation, the child may have to leave the center temporarily for safety’s sake. Repeated uncontrollable behavior can lead to discontinuation of services. In that case, a two week notice may be given before termination of services in order to allow parents to find alternate childcare. It should be noted, however, that in extreme cases where a child must be removed from our facility immediately, the two week notice will be waived.

- The tuition account becomes delinquent.
- Failure of parents/guardians to honor the obligations listed in the Handbook (given out each fall) or any rules, regulations, or manuals provided by the Preschool.

- The child’s special needs are beyond the Preschool’s scope of care.

- Generations Teaching Generations Preschool admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

- You will receive a calendar with specific dates we are closed or have programs at the beginning of the school year. The usual closures are as follows:
  - Labor Day
  - Week of Thanksgiving
  - Christmas Break (2 weeks)
  - Martin Luther King Jr. Day
  - Mardi Gras (M,T,W)
  - Good Friday and the Monday after Easter
  - Memorial Day
  - Teacher Professional Growth Days or days to prepare for a new class (if necessary)
Generations Teaching Generations
Admission Agreement 2015-2016

Admission into Generations Teaching Generations Preschool requires the following:

If you are new to the school:

• Visit Generations Teaching Generations for a tour; preferably with your child.

• Fill out an interest form to place your child on the waiting list if no immediate space is available.

• Complete and/or turn the following in to the preschool office:
  o Master Card Packet*
  o Copy of Child’s Immunization Card (updated each time of immunizations)*
  o $100 non-refundable registration fee (does not apply to Summer enrollment only)
  o Supply list items
  o Enrollment Policy Agreement

*Required by the State of Louisiana, Child, Family, and Social Services Division

• All forms must be completed before the child may start school unless otherwise noted. At this time, the Director will confirm the day you want your child to start and assign you to a classroom.

If you are re-enrolling:

• You will need to complete the re-enrollment form and return it with the annual registration fee. You can enroll your child and place any siblings on the waiting list during the preschool priority registration period. Nicholls faculty, staff, students, and grandparents, as well as siblings, receive priority based upon availability.

• Materials on the summer supply list must be turned in no later than the first week in June.

• During the summer, a fall supply list will be sent home. This is due back by the first week of August.

Nicholls State Intergenerational Program
*Generations Teaching Generations Preschool*
Admissions Agreement Form

Please send this form back to school with your child with his or her initial enrollment or re-enrollment form. Please retain the policies for your records.

I, (Parent/Guardian's Name)understand that by signing this form I am acknowledging that I have read, understand, and agree to the Admission and Enrollment policies set forth by GTG Preschool. I understand that failure to abide by these polices can result in termination of services by the preschool.

Child's Name:__________________________

Parent's Signature:____________________

Date Signed:____________________