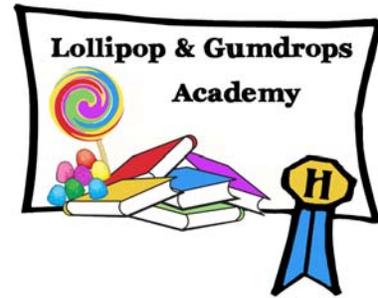


**Lollipop and Gumdrops Academy**  
3509 W 75 S Layton, UT 84041  
801-753-8551  
michelle@lollipopandgumdropsacademy.com  
www.lollipopandgumdropsacademy.com



# Policies and Procedures

## Payments

Monthly payments are due by the 1st of each month and will be considered late if not paid by the 5th of the month. Customers may also choose to pay for the entire year upfront to receive a discount. Payments may be made by Check, Cash, Credit Card, or E-Check. All payments including registration fees are non-refundable. A late fee of \$10.00 may be imposed if payment is not received by the 5th of the month. Services may be suspended for accounts that are not paid timely. A \$25.00 fee will be charged for returned checks.

## Drop off and Pick-up

We have limited time together so please bring your child on time. Please do not pull into the driveway, instead pull up along the curb on the same side of the house. We will have an adult greet them at the front door. Please be on time for pick up. Only those listed on the registration form will be allowed to pick up children. In the event that you need to make other pick up arrangements please let us know in advance and have them bring ID. Please pull up to the curb on the same side as the house and we will bring your children to you. Children must be picked up within 10 minutes of school getting out. A charge of \$1.00 per minute will be charged for children left more than 10 minutes past the pick-up time.

## Absences

You will be charged regardless of whether or not your child attends class. I prepare lessons in advance and I am happy to send home what your child missed.

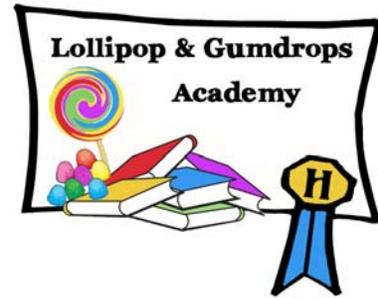
## Termination of Enrollment

If you wish to withdraw from our school a 1 month notice is required. If you fail to notify us a 1 month charge will be applied from the 1st day missed.

## Health

Keeping your child healthy and happy is our top priority! If your child has a fever, cough, runny nose, goopy eyes, and/or rash please keep them home.

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## **Bathroom**

All children need to be potty trained and able to handle bathroom needs on their own. In the event of an accident parents will be called. We will have a location in the bathroom where additional clothes can be stored if you wish.

## **Allergies/Special Needs**

Please notify us in advance if your child has any allergies or special needs that we need to be aware of. We feel that it is very important for every child to feel like they are a part of all activities and with your guidance we will make sure that proper accommodations are made.

## **Show and Tell**

We will have show and tell once a week and it will be based on what we are studying. It will always be marked on the calendar so you can prepare for it. We ask that the children only bring things from home on show and tell days in order to avoid lost or broken items.

## **Birthdays**

Every child's birthday is a special day and we want to celebrate it! Birthdays that occur when school is not in session will be celebrated on an alternate date as close to their special day as possible.

## **Class Cancellations/Changes**

In the unlikely event that cancellation/changes need to be made due to illness or any other unforeseen events we will make up class. I will give as much notice of makeup date as possible.

## **Liability**

Safety is our top priority and we will take the utmost care to ensure that your child is in a safe learning environment. Unfortunately accidents do occur, but please be aware that we are not liable for any hospital and/or insurance claims for injuries that have occurred on school premises.