

FAMILY HANDBOOK 2026-2027



LE MARMOUSET

Boutique French-Immersion Early Childhood Program

Founder & Early Childhood Educator: Laurence Parmentier-Reeds

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Hours of Operation: 8:30 AM – 3:30 PM | Monday – Friday

Licence Facility Number: 493010857



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1) ABOUT

MISSION

Le Marmouset provides a high-quality early childhood development program in a safe and nurturing environment. My mission is to promote the physical, social, emotional, cognitive, and creative development of young children while responding to the unique needs of families in our community. I provide a consistent core of care that offers stability and continuity for every child.

PHILOSOPHY

My program is based on the belief that all children benefit from an inclusive environment that emphasizes acceptance of individual differences. Inclusion allows children to relate and interact with peers in play and daily routines, engaging in experiences that promote self-help skills, self-control, and an understanding of diverse perspectives.

I actively promote a philosophy that teaches critical thinking and empathy. The environment is designed to nurture each child's identity, promote the acceptance of diversity, and incorporate the child's first language and family culture. In our immersion setting, children are encouraged to remain cognitively and linguistically connected to their primary language while exploring the French language and culture.

OBJECTIVES AND GOALS

- **Serve Children:** I provide a thoughtfully designed, play-based curriculum based on the individual needs and emerging abilities of each child.
- **Encourage Curiosity:** The environment is child-centered, offering a mix of independent and teacher-directed activities that encourage children to solve problems, ask questions, and explore interesting materials.
- **Partner with Families:** I work with families to create a partnership that is positive for the child and supportive of the whole family.
- **Comprehensive Nutrition:** A high-quality nutrition program is an integral part of our daily rhythm, supporting healthy brain development and physical growth.

CODE OF ETHICS

As a professional working with young children, I commit to the NAEYC Code of Ethical Conduct. This commitment ensures that my daily practice with children and families is rooted in the distinctive values and moral obligations of the field of early childhood education.

LICENSING

Le Marmouset is state-licensed and regularly inspected to ensure all standards are met or exceeded, including health, fire, and safety regulations.

- **Ratios:** I strictly adhere to state-mandated child-to-teacher ratios to ensure safe and individualized care.



- Authority of Licensing: The Community Care Licensing Office has the authority to interview children or staff and to inspect facility records without prior consent as part of their oversight to ensure the physical condition and safety of the children.

2) EDUCATIONAL PROGRAMMING

THE LEARNING ENVIRONMENT

Le Marmouset serves a small, mixed-age group of children. By grouping children of varying ages and ability levels together, I create a "family-style" learning environment where older children develop empathy and leadership, and younger children are inspired by their peers. Every child is supported according to their individual developmental stage rather than just their chronological age.

FRENCH IMMERSION & CURRICULUM

My curriculum is child-centered and play-based. I believe that '**play is a child's work.**' (Jean Piaget)

- **Immersion:** Children are encouraged to remain connected to their primary language while being naturally immersed in French through songs, storytelling, and daily routines.
- **Tâtonnement Expérimental:** Inspired by Freinet pedagogy, I encourage children to learn through "experimental trial and error."
- **Learning Centers:** My space is designed with enticing materials that encourage exploration in literacy (French & English), mathematics, science, art, and sensory play.

POSITIVE DESCRIPTIVE ACKNOWLEDGEMENT

To promote internal motivation, I use **Positive Descriptive Acknowledgement**. Instead of generic praise like "good job," I narrate what I see: "*You are using your walking feet in the house,*" or "*You put the blocks back on the shelf.*" This helps children feel seen, builds their self-confidence, and helps them recognize their own competence.

ASSESSMENT

I use the **Desired Results Developmental Profile (DRDP)** to track your child's progress. We will meet twice a year for parent-teacher conferences to share developmental goals and celebrate your child's growth.

BEHAVIOR & GUIDANCE

GUIDANCE PHILOSOPHY



At Le Marmouset, the goal is to help children develop strong social and emotional skills. I **use guidance instead of discipline**. Guidance means building an encouraging setting where children learn from their actions. As the educator, I model the behaviors I want to see, helping children understand that if they don't know how to behave yet, it is my job to **teach** them.

UNIVERSAL EXPECTATIONS

To provide consistency, I use four "Universal Expectations" (available in both French and English, and that mirrors the Santa Rosa French Charter School expectations):

1. **We are Safe / Nous sommes en sécurité**
2. **We are Healthy / Nous sommes en bonne santé**
3. **We are Kind / Nous sommes gentils**
4. **We are Responsible / Nous sommes responsables**

SOCIALIZATION & RESPONSES

I intervene when children are hurting one another or the environment. However, for minor social conflicts, I remain nearby to support them but allow the children the opportunity to resolve the issue themselves. This builds problem-solving skills and empathy.

Prohibited Responses: I do not condone or tolerate the use of physical punishment of any kind by any adult on the premises. I also prohibit psychological abuse, coercion, threats, derogatory remarks, or the withholding of food as a form of discipline.

BEHAVIOR POLICY

If a child exhibits persistent behaviors that disrupt the environment or safety, I will collaborate closely with the family to develop a support plan.

- **Suspension/Expulsion:** In accordance with CA Education Code, suspension or expulsion is only considered as a last resort in extraordinary circumstances where a serious safety threat exists that cannot be resolved through documentation and reasonable intervention.

3) ENROLLMENT & TUITION

ENROLLMENT PROCESS

To secure a space at Le Marmouset, families must complete the Enrollment Packet, provide a copy of the child's immunization records, and sign the Admission Agreement. A non-refundable registration fee of **\$500** is required to hold your child's spot. **This fee will be applied toward the first month's tuition, the remaining balance of the first month's tuition is due on or before the first day of instruction.**



CONTINUITY OF CARE & RE-ENROLLMENT

- **Certification Period:** Once enrolled, your child's space is guaranteed for the duration of the school year, provided all terms of the Admission Agreement are met.
- **Annual Re-enrollment:** Every spring, I will check in with current families regarding their plans for the following school year. Priority is always given to currently enrolled "Founding Families" and their siblings before opening spots to the waiting list.

NOTIFICATION OF CHANGES

To maintain accurate records and ensure your child's safety, families are required to notify me immediately of any changes to:

- Contact information (phone numbers, emails).
- Home address.
- Emergency contacts or authorized pick-up persons.
- Medical needs or new allergies.

DISENROLLMENT POLICIES

While I strive to work closely with every family, I reserve the right to disenroll a family from the program for the following reasons:

1. **Non-payment of Tuition:** Consistent failure to pay tuition on time according to the schedule in your Admission Agreement.
2. **Abandonment of Care:** Failure to bring the child for 7 consecutive days without notification.
3. **Safety Concerns:** If a child exhibits persistent or serious behaviors that impact the safety of the group, and these behaviors do not improve after a collaborative support plan has been implemented.
4. **Code of Conduct Violations:** Failure of an adult to adhere to the professional Code of Conduct outlined in this handbook.
5. **Fraud:** Providing false information during the enrollment or medical certification process.

*A written **Notice of Action** will be provided two (2) weeks prior to disenrollment, except in cases involving immediate safety threats, where disenrollment may be effective immediately.*

WITHDRAWING FROM THE PROGRAM

If you need to withdraw your child from Le Marmouset, a **written 30-day notice is required**. This allow me sufficient time to contact families on the waiting list.

- Tuition for the final 30 days is required regardless of whether the child attends during that period.



4) ARRIVAL, DEPARTURE & ATTENDANCE

PREPARING FOR THE FIRST DAY

Preparing for the first day of school is an exciting milestone! To ensure a smooth transition:

- **Initial Visit:** Each family is required to complete a scheduled visit before the first day so your child can become familiar with me and the "garden laboratory."
- **Phased Entry:** If you feel it is in your child's best interest to start with shorter days and gradually lengthen their time, I am happy to assist you with a transition plan.
- **What to Bring:** Please bring a change of weather-appropriate clothing (labeled), diapers (if applicable), and any required medical paperwork.

ARRIVAL & DROP-OFF RITUALS

A consistent morning routine helps children feel secure and ready to learn.

- **Handwashing:** As our first daily ritual, **all adults and children must wash their hands** immediately upon entering the space. **Please follow the 6-step handwashing guide posted near the sink to ensure we are maintaining our health standards from the moment we begin our day.**
- **The Health Check:** Please remain with your child until I have performed a quick "attunement" health check and we have briefly connected about your child's morning (sleep, mood, etc.).
- **Sign-In:** You are required to sign your child in daily with your full legal signature.

DEPARTURE & PICK-UP

- **Connection:** When picking up, please check in with me to hear about your child's day and any "learning sparks" that occurred.
- **Authorized Pick-up:** I will only release your child to adults (18+) listed on your emergency form. **All authorized persons must be prepared to show photo identification.**
- **Safety First:** Once you have signed your child out, you are responsible for their safety. Please hold hands while walking to your vehicle.

ABSENCES & SICK DAYS

Consistency is key for language immersion. For your child to gain the full benefit of the French environment, regular attendance is encouraged.

- **Notification:** Please notify me via Text/Email by **9:00 AM** if your child will be absent.
- **Illness:** If your child is absent due to illness for more than 3 consecutive days, a doctor's note may be required to return to care.



- **Vacations:** Please provide at least two weeks' notice for planned vacations. Note that tuition remains due during vacations to secure your child's spot in the program.

LATE PICK-UP POLICY

Le Marmouset closes promptly at **3:30 PM (Mon–Fri)**.

- **Fees:** Late pick-ups are assessed a fee of **\$5.00 for the first 5 minutes** and **\$1.00 per minute thereafter**. Consistent lateness may result in a meeting to discuss your childcare needs or potential disenrollment.
- **Emergency:** If you are running late, please call or text immediately. If I cannot reach you or any emergency contacts within 30 minutes of closing, I am required by law to contact local authorities.

LEGAL & CUSTODY CONSIDERATIONS

- **Kaitlyn's Law:** Never leave children unattended in a vehicle. It is illegal and unsafe.
- **Custody Orders:** In the absence of a formal court-ordered custody agreement, I am required by law to treat both parents as having equal rights to pick up the child. If a restraining order or custody decree is in place, a certified copy **must** be on file in the office.
- **Abandonment of Care:** If a child is absent for **7 consecutive calendar days** without any communication from the family, I will initiate the disenrollment process based on abandonment of care.

5) THE SCHOOL DAY

DAILY LEARNING EXPERIENCES

At Le Marmouset, I plan weekly activities for our internal learning centers. These interest areas include:

- **The Library & Language Lab** (French and English storytelling)
- **Science & Nature** (Scientific investigations and garden exploration)
- **Atelier** (Art and creative expression)
- **Construction & Blocks** (Engineering and spatial math)
- **Dramatic Play & Music** (Cultural experiences and movement)

NUTRITION & MEALTIMES

I am committed to providing nutritious, balanced meals that support healthy brain development.

- **The Food Program:** All meals meet federal **Child and Adult Care Food Program (CACFP)** guidelines.



- **Family Style Dining:** Mealtimes are a "Human Premium" experience. I sit with the children, engaging in conversation (often in French) to encourage social skills and a relaxed atmosphere.
- **No Outside Food:** To ensure the safety of children with allergies and comply with federal regulations, **please do not send additional food, treats, or snacks with your child.** All food consumed in the program must be prepared on-site.

Food Allergies: If your child has a medical food allergy, please notify me immediately. I can provide allergy-friendly alternatives once a **Medical Statement** from your pediatrician is on file.

INFANT FEEDING & BREASTFEEDING

- **Breastfeeding:** I fully support breastfeeding mothers, you are welcome at any time to nurse your child.

REST & RECHARGE

All children participate in a quiet rest time. While children are not required to sleep, our morning in the "garden laboratory" is very stimulating, and most benefit from a relaxing nap.

- **Safe Sleep:** For infants under 2, I follow strict safe sleep recommendations to reduce the risk of SIDS.
- **Observation:** Sleeping infants are directly observed by sight and sound at all times, with sleep logs updated every 15 minutes.

BEDDING

To ensure a cohesive and hygienic environment, *Le Marmouset* provides individual, high-quality sleeping bags for all children.

- **Personalization:** Each child is assigned their own bedding, which is stored in an individual, breathable cubby to prevent cross-contact.
- **School Bedding:** We handle all laundering on-site every Friday or every other week for part-time schedule. We use only plant-based, fragrance-free, and hypoallergenic detergents to protect sensitive skin and maintain our commitment to a toxin-free environment.
- **Personal bedding:** To maintain your preferred home laundering standards and protect against skin sensitivities, you have to option to wash your personal items and own bedding at home.
- **What to Bring:** You do not need to provide bedding. If your child requires a small, soft "lovey" for comfort, it may be brought from home and will be stored in their individual nap cubby.

PERSONAL BELONGINGS

- **Cubbies:** Each child has an assigned cubby for their personal items. Please label **ALL** clothing and belongings with your child's name.



- **Diapers & Wipes:** Parents are responsible for providing an ongoing supply of diapers. I provide Costco wipes, or you are welcome to bring your own. For children in cloth diapers, soiled items will be placed in a sealed bag (without rinsing) and sent home daily for laundering.
- **Clothing & Footwear:** To support your child's physical development and comfort, I follow a "Flexible Footwear" approach:
 - **Indoors:** Children are welcome to be barefoot or wear non-slip socks while inside the learning environment. This promotes balance and strengthens foot muscles.
 - **Outdoors:** For safety in the "garden laboratory" and on neighborhood walks, **sturdy, closed-toe shoes are required.** Please send your child in shoes they can put on and take off independently (such as Velcro or slip-ons). This helps build their sense of autonomy. Shoelaces are still challenging at this age, as children are often still developing the necessary fine motor skills.
 - **Play Clothes:** Our day involves "Experimental Trial and Error" with art, water, and soil. Please dress your child in comfortable clothes that can get messy!

OUTDOOR EXPLORATION & AIR QUALITY

The Play Yard: We play outside every day, weather permitting. Outdoor play is designed to build gross motor skills like climbing, balance, and coordination.

- **Neighborhood Walks:** Our program regularly includes walks through the neighborhood using wagons or strollers. Permission for these neighborhood explorations is included in your admission agreement.
- **Air Quality (AQI):** I monitor air quality daily via **AirNow**. If the index is "Orange" (101+) or higher, all activities, including gross motor play, will move indoors. I use high-quality air filters to maintain the best possible indoor environment.

6) CALENDAR, TUITION & CELEBRATIONS

SCHOOL CALENDAR & BREAKS

Le Marmouset follows the [Santa Rosa City Schools \(SRCS\) district calendar](#) for all major holidays, and seasonal breaks (including Fall, Winter, and Spring breaks).

- **First Instructional Day: August 17th 2026.** (First month will be prorated)
- **Summer Break:** Our instructional year concludes on **June 25th 2027.**

TUITION DURING BREAKS

To ensure the sustainability of our small-scale program and the continuity of your child's enrollment, **monthly tuition is due in full for every month of the year, including June.** (No tuition due in July) Tuition covers the guaranteed placement of your child in the program.



- No credits or refunds are issued for scheduled school holidays, breaks, or days that align with the SRCS calendar.

STAFFING & CONSISTENCY OF CARE

As the founder and lead educator of **Le Marmouset**, I am committed to providing your child with a stable, predictable, and loving environment.

- **Planned & Unplanned Absence:** In the event of my own illness or a necessary personal absence, I prioritize continuity of care above all else.
- **Qualified Substitutes:** I maintain a list of qualified substitutes who have completed their classroom training and residency at the **Santa Rosa Junior College Children's Center**.
- **Philosophical Alignment:** This ensures that even in my absence, your child is cared for by a professional who is intimately familiar with the PITC principles, our socialization and guidance philosophy, and the high standards of safety and engagement practiced at the SRJC Lab School.

BIRTHDAYS & CELEBRATIONS

Birthdays are special milestones, and I enjoy celebrating them within our daily rhythm!

- **Our Approach:** We celebrate with songs and special recognition during our circle time.
- **Family Preferences:** I respect that every family has different traditions or beliefs regarding celebrations. If you prefer that your child **does not** participate in birthday celebrations, please let me know during the enrollment process so I can honor your family's wishes.
- **A Note on Treats:** As a reminder, due to our nutrition guidelines and allergy safety, please do not bring outside cakes, cupcakes, or food treats for birthday celebrations.

7) FAMILY PARTNERSHIP & COMMUNICATION

OPEN DOOR POLICY

At **Le Marmouset**, I believe that children thrive when the relationship between the family and the educator is a true partnership. I maintain an **Open Door Policy**—enrolled parents and guardians are always welcome to visit the program at any time during regular business hours. Your participation and presence are highly encouraged. Because of this transparent approach, I do not provide live streams, cameras are used strictly for safety and internal monitoring purposes.

FAMILY ORIENTATION



To ensure a successful start, each family is required to attend a mandatory orientation before their child's first day. This is a time for us to review your child's individual needs, walk through the "garden laboratory" together, and ensure all paperwork is complete.

DAILY COMMUNICATION

Communication is the heartbeat of our partnership. I provide updates through:

- **Daily Check-ins:** Every morning at drop-off, we will have a brief "attunement" chat to share information that may affect your child's day (sleep, mood, or changes at home).
- **Personal Updates:** I share photos and "learning sparks" from our day via text.
- **Conferences:** We will hold two formal developmental conferences each year (Fall and Spring) to share the DRDP observations and set goals together. However, you are always welcome to reach out for an update at any time.

HOME LANGUAGE & INCLUSION

It is important that all families feel fully involved in their child's education. As a multilingual program, I am committed to providing information in the language you are most comfortable with. Please let me know if you require translated materials or specific linguistic support.

CONFIDENTIALITY

Your family's privacy is a top priority. All records, including personal and medical information, are kept strictly confidential.

- **Access:** Only those directly involved in the care of your child or authorized government agencies (such as Community Care Licensing) have access to these records.
- **Records:** As a parent or guardian, you may request access to your child's file at any time. If you withdraw from the program, records are maintained for three years per state regulation.

GETTING INVOLVED

There are many ways to be part of the Le Marmouset community:

- **Special Events:** I welcome families to join us for seasonal celebrations and "garden days."
- **Sharing Culture:** I invite you to share your family's traditions, music, or stories with our group.

8) HEALTH & SAFETY

DAILY HEALTH CHECK



To ensure the well-being of all children, I conduct a brief **Daily Health Check** every morning upon arrival. I will observe your child's mood, breathing, skin, and eyes. This is also our time to check in about any changes in sleep, appetite, or behavior at home.

EXCLUSION POLICY (When to stay home)

I follow the [UCSF California Childcare Health Program](#) guidelines for illness exclusion. Children must stay home if they cannot comfortably participate in routine activities (including outdoor play) or if they show any of the following:

- **Fever & Behavior Change:** A fever (100°F or higher) accompanied by behavior changes (lethargy, irritability) or other symptoms like sore throat, rash, or earache.
 - *Note: For infants younger than 2 months, any temperature above 100.4°F requires immediate medical attention.*
- **Signs of Severe Illness:** Unusual tiredness, uncontrolled coughing, wheezing, continuous crying, difficulty breathing, or severe abdominal pain.
- **Vomiting:** If a child has vomited **more than two times** in a 24-hour period.
- **Diarrhea:** Stools that are runny, watery, or bloody, or if the stool cannot be contained in a diaper (or causes accidents in a toilet-trained child).
- **Mouth Sores with Drooling:** Until the child has been evaluated and cleared by a healthcare provider.
- **Strep Throat or Impetigo:** Until **24 hours after** medical treatment has started.
- **Scabies:** Until **24 hours after** treatment has been applied.
- **Positive COVID-19:** If accompanied by symptoms (chills, cough, fatigue, etc.). Children may return once symptoms are mild and improving.

Return to Care: A child may return when they are **fever-free for a full 24 hours** without the use of fever-reducing medication, and when their symptoms have significantly improved. For contagious illnesses (such as Strep, HFM, or RSV), a doctor's note may be required for re-admission.

REPORTING & OUTBREAKS

I am required to monitor communicable diseases. If the local health department determines that a child is contributing to the transmission of an illness during an outbreak, that child may be excluded based on their guidance. I will always notify families of any known exposures within the program while maintaining the privacy of the ill child.

MEDICATION ADMINISTRATION

Whenever possible, please coordinate with your pediatrician to schedule dosages so they can be given at home.

- **Prescription Medication:** I can only administer prescription medication if it is in its original container with a pharmacy label showing the child's name and dosage instructions.
- **Emergency Meds:** If your child requires an Epi-Pen or inhaler, it **must** remain on-site at all times.



- **Diaper Cream/Sunscreen:** I require a signed 12-month "Standing Authorization" form to apply over-the-counter ointments or sunscreens provided by the family.

HYGIENE & SANITIZATION

- **Handwashing:** Following UCSF standards, we use the "Six-Step Method": Wet, Soap, Rub (20 seconds), Rinse (30 seconds), Dry with a paper towel, and Turn off water using the towel.
- **Sanitization:** I follow "Universal Precautions" for all bodily fluids. Toys and surfaces are sanitized daily and as needed throughout the day using eco-friendly, EPA-approved sanitizers to prevent the spread of germs.
- **Laundry:** All provided materials, including bedding and floor mats, are sanitized weekly or as needed. By managing the laundry internally, we ensure that no outside allergens or fragrances enter our shared sleep space.

TOILET LEARNING

I view toilet learning as a collaborative milestone. When your child shows signs of readiness, we will meet to agree on consistent strategies. I use positive encouragement and follow your child's lead to ensure a stress-free experience.

EMERGENCY PREPAREDNESS

- **Supervision:** Children are supervised by **sight and sound** at all times. I perform regular "Name-to-Face" headcounts, especially during transitions between the indoors and the garden.
- **Injuries:** Minor bumps and scrapes are part of active learning. These are documented on an **Accident Report** and shared with you the same day.
- **Disaster Plan:** Le Marmouset has a comprehensive emergency plan for fire, earthquake, and lockdown. We practice drills regularly so the children are familiar and calm during these routines.

MANDATED REPORTING

As an early childhood professional, California law requires me to report any suspicion or evidence of child neglect or abuse to local law enforcement or protective services. My primary mission is to ensure that every child is safe and well-cared for at all times.

9) SCHOOL POLICIES & ADULT CODE OF CONDUCT

A SAFE & RESPECTFUL ENVIRONMENT



Le Marmouset is a place of mutual respect. A safe environment is one where children feel secure and where the adults treat one another with dignity. I am committed to treating every family with professional courtesy, and I expect the same in return.

- **Smoke-Free & Weapon-Free:** Le Marmouset is a strictly smoke-free and tobacco-free environment. This includes e-cigarettes, vaping, and smokeless tobacco on the premises or during any neighborhood walks. Firearms and ammunition are strictly prohibited on the premises.
- **Substances & Odors:** I recognize the legality of certain substances for adults; however, to maintain a healthy environment for young lungs, I ask parents to be mindful of strong odors (tobacco, marijuana, or heavy perfumes) that may permeate clothing. If your clothing carries a strong scent, please consider a change of clothes before entering the learning space.

ADULT CODE OF CONDUCT

To maintain the "Human Premium" quality of our program, all parents, guardians, and authorized pick-up persons are expected to:

- **Use a Peaceful Voice:** Speak in a calm, friendly tone—never shout or yell in the presence of children.
- **Model Positive Language:** No swearing, foul language, or belittling remarks.
- **Let the Teacher Lead:** If you see a child (other than your own) exhibiting concerning behavior, please inform me and allow me to intervene. Please do not confront other children or parents directly.
- **No Corporal Punishment:** Do not use any form of physical discipline or rough handling while on the premises, even if it is a practice used at home.

CELL PHONES & PRIVACY

- **Presence:** To ensure a high-quality transition for your child, **cell phone use is not permitted during drop-off or pick-up.** Please be fully present with your child and me during these times.
- **Photos & Video:** To protect the privacy of all "Founding Families," **do not take photos or videos of other children.** You are welcome to take photos of your own child, but please check with me first to ensure no other children are in the frame.

IMPAIRMENT & SAFETY

For the safety of the child, I cannot release a student to any adult who appears to be under the influence of alcohol, marijuana, or any impairing medication/substance. If I suspect impairment:

1. I will contact another authorized person on your pick-up list to come for the child.
2. If no other person is available or the adult does not comply, I will contact local authorities to ensure the child's safety.

PRIVATE CONTRACTING



Any arrangement between a family and a substitute or assistant of Le Marmouset for services outside of our regular hours (such as weekend babysitting) is a private matter. Le Marmouset is not responsible for any services rendered outside of the official program.

ACKNOWLEDGMENT & ADMISSION AGREEMENT

I/We, the undersigned, hereby acknowledge that I/we have received, read, and fully understand the **Le Marmouset Family Handbook for the 2026-2027 school year**.

By signing below, I/we agree to comply with all policies, procedures, and code of conduct outlined herein. I/we specifically acknowledge understanding of the following high-priority sections:

- **Financial Commitment:** Responsibility for full monthly tuition, including during school breaks and absences.
- **Health & Safety:** The 24-hour fever-free rule and the mandatory Daily Health Check.
- **Arrival/Departure:** The requirement for a full legal signature at sign-in/out and the late pick-up fee structure.
- **Withdrawal:** The requirement of a written 30-day notice for disenrollment.

Child's Full Name: _____

Parent/Guardian 1 Name: _____ **Signature:**

_____ **Date:** _____

Parent/Guardian 2 Name: _____ **Signature:**

_____ **Date:** _____

Provider Signature (Laurence Parmentier-Reeds): _____ **Date:**
