



**750 Fargo Ave, San Leandro, CA 94579 • 510-582-3273**

**[www.woodroewoods.org](http://www.woodroewoods.org) • Tax ID #81-2253204**

The following policies and procedures of Woodroe Woods School are determined by the Board of Directors and must be understood and met by all participants.

1. Woodroe admits students of any race, color, national and ethnic origin to all the 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 education policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

2. The child must have a complete physical examination and a certificate of good health with a record of immunizations before entering school.

3. The child is to be in good health while attending class. In case of any indication of illness, or if the child is hurt during his stay at school, the parent or guardian will be notified immediately. If we are unable to reach the parents or other authorized person, the director will seek appropriate medical help. You will be expected to pick up an ill child as soon as possible after a call from the school. We do not have facilities to house sick children. It is important that emergency information is complete and kept up to date. The parent will be informed of all injuries, even of a minor nature.

4. Health regulations require that you notify the school immediately of any contagious diseases or serious illness in the family. Children should not return to school after such an illness without doctor's or director's permission. Parents will be notified if a child has been exposed to a communicable disease.

5. If your child is ill and must remain at home, please phone the school and let us know as soon as possible. **DO NOT SEND A CHILD TO SCHOOL IF ILL (OR IF YOU SUSPECT AN ILLNESS)**. If there is any question regarding the child's illness, we will request a note from a medical professional. Refer to Sick Policy online for more details.

6. Your child may be subject to a quick physical check by a staff member, if deemed necessary. Therefore, **YOU MUST ACCOMPANY YOUR CHILD INTO THE SCHOOL AT ALL TIMES** and sign the in/out sheet.

7. Absolutely no medications will be dispensed without prior approval of one of the directors. Medications must be brought by the parent into the office with written instructions. Only doctor prescribed medications will be administered. Check with your pediatrician about antibiotics that can be given twice a day, morning and night, therefore eliminating the necessity of a dose at school.

8. There will be no refunds or makeup days allowed for absences, including absences for illness, unless approved by the director. Please notify the office at least two weeks in advance of your child's vacation days. Each child is allowed a 50% discount for up to two weeks vacation per year. Additional vacation weeks will not be discounted.

9. A non-refundable registration fee to be specified at the time of enrollment will be required for all new children.

10. A two-week notice upon withdrawing a child from the school is required if there is to be any refunding of pre-paid tuition. If the child has not attended for two weeks without notification, his/her scheduled time can be allotted to the next person on our waiting list.

11. Tuition is to be paid in ADVANCE on the 1st of each month or on the 1st and 15th, if previously arranged through the office. Tuition is considered late if not paid by the 5th of each month (or by the 18th for the payment on the 15th). There will be a late charge of \$30.00 after the 5th and the 18th of the month. We reserve the right to charge late fees or request money orders or cash if checks have been returned to us.

12. For new and returning enrollees, the first month's tuition is due 10 business days prior to the start date.

13. Parents are responsible for keeping the school informed as to changes in address, place of work and other identification and emergency information.

14. Parents and visitors are welcome to visit the school. However, please call first. If you wish to request a conference, please make an appointment. We encourage a close communication between home and school.

15. All removable garments, including footwear, should be plainly marked with the child's name to avoid confusion and loss. It is strongly recommended that the child be dressed in comfortable play clothes and have a change of clothes.

16. Toys and similar personal possessions should not be brought to school. Guns, ropes and weapons are not permissible at any time. Favorite books and records are permissible as well as objects of science for sharing. Please, no food, gum or the like. Snacks are provided during the day.

17. Lunches are not provided by the school. For children who bring lunch we have a firm lunch policy. (See Lunch Memo). We appreciate parent cooperation in regard to our nutritional philosophies.

18. Birthdays will be recognized by the school. If so desired, the parents may plan and prepare for the occasion with the staff.

19. Regular attendance promotes good habits early. Your child will benefit more completely when brought to school on a regular basis and at the time designated. Please call if your child is to be absent for any reason.
20. Excursions are a part of a well-rounded school program. Safety regulations are especially important when children are away from the school. Therefore, parents will be asked to volunteer and help chaperone these excursions..
21. The child must be at least 2 1/2 years of age (and toilet trained) and not older than 6 years of age for preschool. Children will be accepted into kindergarten by recognition of the director if developmentally ready, regardless of age.
22. Woodroe Woods School will be closed on all recognized major holidays. See our yearly calendar.
23. The school reserves the right to exclude children from attendance if (a) parents do not observe the rules, (b) payment is not received within 30 days of due date, (c) the child appears to be ill or over fatigued, (d) the child is too immature for the daily program, (e) the child threatens the safety or well-being of himself or others, or (f) the child exhibits a consistently disruptive behavior.
24. It is expected that the child be picked up promptly at the close of the session. If a child is picked up after 6:00 p.m. there will be a late charge of \$2.00 per 5 minutes, then \$1.00 per minute until 6:15 p.m., and \$2.00 per minute thereafter. If you arrange overtime hours (before 6:00 p.m.) that are in addition to your contract, you must be responsible for recording the hours, time and date on the overtime sheet located in each building.
25. The parent/caregiver is responsible for providing transportation to and from school.