

# TTT Enrichment Policies

**Please read over these policies very closely. This is your copy to keep and reference. You will be initialing on the registration contract that you understand and agree to the policies listed here. If you have any questions don't hesitate to ask we want you to be fully informed!**

**Drop Off/Pick Up:** Class will start at its scheduled time, if you are going to be late dropping off please call the classroom phone and leave a message so your teacher knows to expect your child late. If you are going to be late picking up your child, you need to get in touch with your instructor and make sure your instructor knows when to expect you. Please make every effort to arrive as quickly as possible.

\*Only those authorized to pick up children will be allowed to take the child from the premise. If someone other than you will be picking up your child, written permission must be obtained, and your instructor will need physical identification from that person at time of pick up.

**Photography:** Tiny Tots and Tumblers staff frequently takes pictures of the classes in session and those photos are used for the purposes of sharing with families enrolled as well as advertising (ie: websites/flyers). If at any time you decide you do not want your child's picture(s) used, please provide written documentation to exclude your child (ren) from being photographed. We upload our pictures to the Shutterfly website: [www.shutterfly.com](http://www.shutterfly.com) We will invite you to become a member at the start of the school year.

**Withdrawal from the program:** Written notice is required 30 days in advance of the withdrawal of the student from the program. You will be responsible for tuition for the 30 days following the written notice of intent to withdraw. Verbal withdrawal notice is not sufficient.

**Changes in information:** If any of the information you provided us with changes throughout the school year, it is your responsibility to update your teacher immediately.

**Tuition:** Tuition is due in full the first week of each new month. If tuition has not been turned in by the 15<sup>th</sup> of the month, bookkeeping will add a \$5 late fee onto your tuition. If you need to make arrangements to pay after the 15<sup>th</sup> please call Jen (303-655-0300-option #2) to possibly avoid a late fee.

\* Please check your tuition balance on the bulletin board above the drop box in the lobby (unit #3) monthly for credits/debits to your account. Tuition will be listed in the form of the last 4 digits of the primary phone number you provide us with on your registration form.

\*Your registration/materials fee will be due on or before the due date of your first month's tuition, and will be due in full.

\*Place tuition checks in the drop box with your child's name in the memo section.

\*Tuition will not be pro-rated for missed classes under any circumstance.

\*there will be a \$35 fee on checks returned. If we receive up to 2 returned checks, Tiny Tots and Tumblers reserve the right to request cash or a certified check for tuition in future months.

**Questions/Comments/Concerns:** If at any time during your child's experience in the Tiny Tots and Tumblers enrichment program you have any questions, concerns, or simply want to give your teacher a well deserved compliment, please speak up! Your feedback and comments are very important to us and help make the experience more enjoyable for everyone.