

## **RULES AND REGULATIONS**

- 1) Teachers and aides are employees of the Cabin John/Brookmont Children's Program, Inc. ("the school").
- 2) To be enrolled, the child should be three by September 1 of the current school year and must not have had his 5th birthday before September 1 of the current school year. Children turning three between September 1 and December 31 will be considered by the Board individually each year.
- 3) The number of students is to be determined by using the standard Montgomery County Licensing Regulation of 35 sq. ft. of floor area per child. In addition, each year the Board of Directors will make a decision, based upon the budget and any concerns expressed by the teacher(s), as to whether the enrollment should be limited to a number less than the maximum.
- 4) The calendar will generally follow the Montgomery County school schedule, with the same holidays and snow days. School will generally begin the Tuesday following Labor Day (or Wednesday, if Tuesday is a holiday) and end mid-June.
- 5) The school is in session Monday through Friday, 9:00 a.m. to 12:30 p.m. Children bring a bag lunch with a drink. Extended day students should also bring an afternoon snack.
- 6) There will be a 30-day probation period for every child enrolled. All parents must read and sign the information sheet on the probation period. In addition, if any developmental or behavioral problems arise at any time, the teacher will meet with the Board to discuss a solution. If the teacher and Board agree that the group cohesiveness is being disrupted, then the child will be asked to leave the school. Any tuition balance will be refunded.
- 7) If a parent has serious concerns about the teacher(s) or the teacher(s) about a student, the parent or teacher should notify the Board of Directors. The Board will then arrange for a discussion of the concerns with the parent and teacher.
- 8) Parents will attend all necessary parent meetings; provide snacks according to schedule; work at two four-hour work days per year or buy out the time at \$40.00/session; fulfill duties of their job descriptions; and offer additional classroom assistance according to what is specified by the teacher during their snack week.
- 9) All medical forms must be returned to the applications coordinator or the teacher(s) before the first day of school. No child will be allowed to enter the school without completed medical forms.
- 10) Children with an illness with fever should be kept at home. If a child seems ill during the session, the parent will be notified and must have the child taken home.
- 11) Board of Directors Meetings: Board members meet at least five times during the school year. Meetings are held at the school or at a member's home. All parents are invited to attend.
- 12) Parents of children who are not yet three or who need additional attention will accompany their child on outings outside the school when the teacher feels it necessary.