

APL School Policies

1. **ADMISSIONS:** Children must be between the ages of 2 years and 10 months and 6 years of age. They must attend at least 2 days per week.
2. **CHILD HEALTH AND IMMUNIZATION RECORDS:** All forms must be completed and returned to the teacher.
3. **TEACHERS:** All teachers meet state requirements.
4. **MEDICATION:** None will be administered.
5. **HOLIDAYS, VACATIONS AND SHORT ILLNESS:** There is no fee reduction for holidays on the school calendar, vacations by families or short illness by the student where class is missed.
6. **SNOW DAYS:** There will be no make- up classes for up to two missed classes cancelled for snow. If the Franklin Public Schools are closed, so are we. Watch your local news channel for this information. An email will also be sent to the one provided on your Child Enrollment form.
7. **WITHDRAWAL REQUIREMENTS:** A four week notice is required to withdraw from APL or a one month fee will be charged. Exceptions to this are: a family moves, there is a health issue confirmed by a their physician or at the request of the school. Prorated funds will then be given.
8. **DISCHARGE POLICY:** A child will be discharged from APL if they cannot demonstrate increased adjustment to school within four weeks, they are physically or verbally abusive to other children or staff, or if required forms are not returned in a timely fashion or tuition payments are delinquent. Also, a child may be discharged if they are physically, mentally or emotionally disabled to the point where APL cannot realistically meet their needs. However, we strive for Inclusivity and try to work with families to help their child achieve their best outcomes at APL or elsewhere.
9. **PAYMENT:** All fees are due in ADVANCE on the 15th of every month. If payment is not made within 5 days or the due date a \$10 late fee will be added to the tuition fee. Returned checks are the responsibility of the parent.