



2019 Policy and Procedure Updates and Reminders

These are reminders of OBS policies and procedures for the school year:

- Tuition and any other payments are due in full by close of business Tuesday of each week.
- A \$10.00 late fee will be assessed on Wednesday morning on outstanding accounts.
- Tuition is calculated on a yearly basis and is due if the child is sick, on holiday weeks, and if the school is closed for inclement weather. You are still responsible to pay each week if your child is here or not.
- A \$35.00 fee will be charged for each **NSF check** and late fees on tuition will also apply.
- Failure to pay in a timely fashion may result in removal from Oak Brook.
- Registration and supply fees will be billed in July for the school year and in March for the summer or at the time of enrollment if it is after these dates. (Please consult the front desk for exact billing dates.)
- We are open from 6:30 a.m. until 6:30 p.m. A late fee of \$5.00 per child will be due immediately for pickup between 6:30 p.m. and 6:40 p.m. A \$1.00 per child will be assessed for each minute after that time. Being late on a regular basis may result in removal from Oak Brook.
- Families who are enrolled in **full time year-round programs** and have attended for at least 1 year will be given 1 absent credit week. After 2 years you will receive 2 weeks. If you drop and re-enroll, this waiting period starts over. An absent credit form located in the front office must be filled out to request your absent credit. They must be taken in whole week (Monday – Friday) increments and do not carry over year to year. You do not qualify if you are part-time.
- OBS must be notified if your child/ren is diagnosed with a communicable disease. If your child goes home with a temperature of 100.4 or higher, they have to be fever free for 24 hours without medication before returning.
- OBS will follow Plano Independent School District's decision in case of inclement weather.
- All of your child's food will be provided. If your child has food allergies or restrictions and they cannot eat the scheduled food for the day it is your responsibility to send a lunch or snack. Additional food options will not be prepared. **We are a peanut butter and nut free school.**
- Parents of Afterschoolers: OBS must be notified if your child will not be riding the OBS bus. Failure to call will result in a \$20.00 fine each time you forget to call us.
- Requests for statements may be made at any time by filling out a request form found in the front office.
- OBS must be informed in writing if someone different will be picking your child/ren up. The person must have picture identification or the child/ren will not be released.
- Children must have on shoes that fasten to the foot. **No Flip Flops or slip ons.** Closed toed shoes are the safest. If your child has inappropriate shoes you will be called to bring an alternate pair.
- OBS will be closed for the following holidays: 2019
 - Jan 1st ➤ May 24th & 27th ➤ July 4th ➤ Aug 9th ➤ Sept 2nd ➤ Oct 14th
 - Nov 28th & 29th ➤ Dec 24th & 25th ➤ Dec 31st & Jan 1st
- Any concerns you have should be addressed to the front desk and we will be glad to try and help in any way we can. **You must give a 2 week notice to withdraw your child from OBS-in writing. If you do not give a two week notice you will still be financially responsible for those two weeks.**
- You must give two weeks notice to change from Full-time to part-time status.
- You may NOT drop off between 12:30 – 2:30, it is too disruptive during nap time.
- The customer agrees to adhere to the above policies and payment schedules.
- Signature here indicates you have been reminded of and understand all of these OBS reminders.

Child's Name

Parent's Name

Date