

Big Bird's Playhouse
1859 Richmond Avenue
Staten Island, N.Y. 10314
(718) 982-0550

SCHOOL POLICIES
OPERATING HOURS AND TUITION FEES

- School hours are from 7:00 a.m. until 6:00 p.m. Please call and inform the school if a child will not be picked up as scheduled or by an authorized person. If for any reason you are not able to pick up your child please contact the school immediately with the name of the person who will pick up your child. Please notify the person he/she will be asked for identification. There will be a \$5 fee for every 15 minutes that you are late. Payments are to be given to the staff in charge of the late room.
- Please understand there will not be any deductions from the monthly tuition fees due to absences caused by sicknesses, vacations or any other reason.
- The school only accepts a certain number of children for the purpose of limiting the size of each class. It is important to know the exact number of children that will attend for each day during the week.
- Tuition fees are charged on a "per day" basis but payments shall have to be based on the monthly charges unless other arrangements have been agreed upon.
- The 5th week in certain months will be added to the tuition fee. You will be receiving notices at the last week of each month stating the actual amount of the tuition fee due at the beginning of the following month.
- A late charge of \$25.00 will be added to your account if payments are not received by the 1st of each month.
- Please check our website www.bigbirdisplayhouse.com for daily announcements, school closures and delays.

We are hoping for your full cooperation and compliance with the school policies.
Thank you.

Linda Indelicato
Director

Kindly make a copy for your personal records and sign and return the original copy to the school.

Parents Signature _____