

**BIG BIRD'S PLAYHOUSE
1859 RICHMOND AVENUE
STATEN ISLAND, N.Y. 10314
(718) 982-0550**

Dear Parents,

We wish to inform you of important school policies as stated below.

- Parents are strictly required to give at least one month notice should there be a need to take a child out of school. Failure to do so will result to your payment of the full month's tuition fee.
- There are no refunds if a student is taken out of school prior to the completion of a full month.
- Parents need to understand that it is inevitable that a child may get hurt during work or play. Despite proper care and constant supervision, please be reminded that accidents happen and that there are certain incidents that are unavoidable. The school expects your kind understanding under such circumstances.
- The school enforces the use of time-out chair as a form of disciplinary action whenever a child misbehaves and/or he/she needs time to calm down.

Your utmost consideration and compliance with the school policies will be greatly appreciated. Thank you.

Sincerely,

**MS. LINDA INDELICATO
DIRECTOR**

DETACH AND RETURN THE FORM BELOW

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We have reviewed and we are fully aware of the school policies.

PRINT CHILD'S NAME

PARENT'S SIGNATURE