

Butterhill Day School Policies

1. REGISTRATION & DEPOSITS:

Admission to Butterhill Day School is open to any children regardless of race, creed or national origin provided the child is in good health.

A non-refundable registration fee of \$65.00 is due at the time of enrollment and is renewable annually. This fee covers enrollment costs and the insurance fee for each child.

As part of the enrollment process we will ask you to sign and complete enrollment application and permission forms. These forms can be downloaded [here](#).

2. TUITION PAYMENT & LATE FEES:

The fee agreed upon is due according to the payment schedule on the fee statement. Full time student fees are due on the first and fifteenth of each month. Part time student payments are due on the first of each month. Fees are due regardless of child's attendance, vacation, snow days or holidays. If a parent falls one week behind in tuition fees, the child will not be allowed to attend the center until payment is brought up to date.

If your child misses one to five consecutive days of school due to illness, there will be no fee adjustments and regular tuition is due. In the case of serious, extended illness of more than one week, allowances may be made at the discretion of the director.

There is a charge of \$20.00 per half hour that you are late picking up your child. If you know that you will be later than usual we appreciate a call so that we can reassure your child regarding the delay.

A fee of \$15.00 will be charged for returned checks.

3. MEDICAL EXAMINATION /MEDICATION/ ILLNESS:

The N.Y.S. Department of Social Services requires that your child must have a physical examination prior to admission to Butterhill Day School and every year after that while your child attends Butterhill.

We understand that caring for a sick child is difficult for working parents, however, we must consider the well-being of all the children. Sick children can not attend Butterhill. For your own peace of mind, we urge you to find someone who will help you out when your child is ill. We are not equipped to handle sick children and we'll have to call you at work to come and pick up your sick child.

No medication will be administered unless specific instructions, signed by a physician, accompany the medication in its original container. A parent's note is not enough.

Staff will not give over the counter medication without a physician's note.