



BABY & KIDDIE GALILEO
Pre-school & Daycare Center
 360 Grove Street, Jersey City NJ 07304
 175 Newark Avenue, Jersey City, NJ 07304
 (201) 798-0343 · (201) 451-7788 · FAX (201) 798-8155



Smart Parents, Smarter Kids

SCHOOL OPERATING & FINANCIAL POLICY

Our goal is to provide and maintain great service for your child by ensuring that the School is operating smoothly. Outlining the School & Daycare Center policy enables a good flow of communication and enables us to achieve this goal. Please read the policies below carefully and if you have any questions please do not hesitate to ask speak directly with the School's Director.

1. The School & Daycare Center is open five days a week, Monday to Friday, and the hours of operation are as follows: Monday to Friday 7:30-6:00 p.m.
2. When dropping off and picking up your child, please sign your child in/out on the SIGN-IN sheet in each classroom. No staff person will be responsible for signing your child in/out.
3. On payment days, please submit your payment to the School Director or designated staff member in class. In order to meet operating expenses, full payment is expected even if a child is out sick or out on a school holiday.
4. The primary parent as identified on the application form is responsible for any and all payments associated with your child's tuition and fees.
 - If you are replacing a returned check or paying late fees, payment is expected in full from each parent within 24 hours after School notification.
5. If you are going on vacation, School policy requires that you notify your child's teacher or designated staff one week prior to the planned vacation. Should you fail to provide adequate notification:
 - A spot will not be held for your child after their accrued vacation is used without notification. In order to maintain your child's spot, payment will be expected. Extenuating circumstances must be discussed with the School's Director directly.
6. If your child is going to be absent, please notify the School by 8:30 a.m.
7. The School will not release any child to anyone other than parents or legal guardians, unless proper authorization has been given in writing or in person. If the new person is not listed on your child's profile, your child WILL NOT BE signed out to the care of said person.
8. If you will be picking up your child late, please contact the School as soon as possible.
9. Though we hope you do not have to do this until your child graduates, if you are planning to withdraw your child from the School, please notify the Center Director according to the School's policy as outlined in the tuition schedule.

Parent Signature: _____

Date: _____

Parent Name: _____