

St. Margaret's Admissions Policy

Enrollment

Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability. Parents can apply for enrollment following a tour and notification of an opening. The registration fee is non-refundable regardless of attendance. Initial enrollment is contingent upon receipt of the completed enrollment application, paid registration fee, and completion of the required paperwork. The enrollment application and fee agreements are not meant to serve as contracts guaranteeing service of care for any duration. St. Margaret's reserves the right to dismiss any parent or child at any time with or without cause. Continued enrollment at St. Margaret's is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of St. Margaret's as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Parents are required to notify St. Margaret's immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being unenrolled from the program and forfeiture of any monies paid. You can receive a copy of all enrollment forms by downloading them off of our website (www.stmargaretschildcare.com). Due to state licensing requirements, attendance will be denied for any missing forms.

St. Margaret's Right to Refuse Admission

St. Margaret's reserves the right to refuse admission to any child at any time with or without cause. St. Margaret's strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms. We will do our very best to avoid classroom closures.

Possible reasons for the refusal of admission include but are not limited to:

- Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
- The need to maintain compliance with Licensing Regulations. Example: Loss of power or water.
- Staff deems the child too ill to attend.
- Domestic situations that present a safety risk to the child, staff or other children enrolled at St. Margaret's if the child were to be present at the center.
- Parent's failure to maintain accurate, up to date records.
- Parents' failure to complete and return required documentation in a timely fashion. Again, tuition is due regardless of attendance.