

_____10. If your child contracts a communicable disease, please inform the school, and be certain that your child is not contagious before returning to school. A Doctor's note may be required.

_____11. The school reserves the right to dismiss any student we feel cannot adequately serve, following a four week probationary period.

_____12. The Ark School admits children aged eighteen months through seven years. We are not equipped to handle children with special needs.

_____13. The school provides a morning snack and an afternoon snack on a daily basis. Parents must supply a simple and nutritious lunch with juice or milk each day. Soda, gum, or an overabundance of sweets are not allowed.

_____14. The parents must supply diapers and wipes for children not potty-trained.

_____15. Each child needs a clean, safe crib blanket and sheet to use at naptime. Please take it home each Friday to clean and return on Monday.

_____16. Each child needs a change of clothes to leave at school. PLEASE LABEL THE FOLLOWING ITEMS WITH THEIR NAME: lunch box, backpack, jackets, sheets, blankets, sharing items, etc.

_____17. In order for a child to be admitted to school, the following conditions must be met:

- A. The parents and child visit the center in person and have the program explained to them.
- B. The Director or appropriate staff member will assess the child's readiness for our program.
- C. The parents will complete all papers, as required by licensing before admission.
- D. The child and family will be on a one month probationary period, at which time the Director will decide, based on the needs of the child, whether or not the child will be admitted on a permanent basis.

_____18. Reasons for dismissal may include the following:

- A. The parent has not kept the tuition payment up to date.
- B. The child has shown some dangerous or aggressive behavior.
- C. The parents will be given five school days to make other arrangements for their child.

_____19. In order for your child to be dismissed from school, the following procedures will be followed:

- A. The Director will discuss the reasons for dismissal with the parents.
- B. Reasons for dismissal will be documented whenever possible.
- C. The parents will be given five school days to make other arrangements for their child.