



### **Registration**

Before a child may begin attendance, the following requirements must be met:

- Completed SPUMPS Registration form.
- Up to date physical/health records and lead test, completed and signed by physician.
- Payment of \$100 registration fee for part-time and full-time students. This charge reserves space for your child and is non-refundable.

### **Tuition Payments**

Tuition fees are due on or before the first school day of each month for Part Time Students. Tuition for the Extended Day Program is due each Monday. A late fee of \$15.00 will be assessed for late payments. The agreement to pay tuition is not subject to any adjustments due to illness, vacation, or any other absence(s). We accept cash, check, or Zelle payments for tuition.

### **Returned Checks**

There will be a \$15.00 charge for any check that is returned by the bank for any reason.

### **Withdrawal**

**Two weeks' written notice** is required before withdrawing a child from the school for any reason. If you cannot give this notice, the tuition for the 2 weeks is your responsibility.

### **Late Charges**

It is the parent's responsibility to ensure that their child is picked up at their assigned time. A late fee of \$5.00 for the first five minutes, and \$2.00 for each additional minute, will be assessed for pickup beyond the assigned time. Payment of late fees is expected to be paid in cash to the teacher at the time of pick up.

### **SPUMPS Closings**

Information on planned closing for holidays, school vacations, etc. will be distributed to parents at the beginning of the school year. If Calvert County public schools are closed because of inclement weather, the following schedule will apply to SPUMPS classes:

<b><u>Calvert County Schools</u></b>	<b><u>SPUMPS full-day class</u></b>	<b><u>SPUMPS a.m. classes</u></b>
<i>Canceled</i>	<i>Canceled</i>	<i>Canceled</i>
<i>Two-hour delay</i>	<i>Open at 9:30</i>	<i>Open at 9:30</i>
<i>Two-hour early dismissal</i>	<i>Immediately</i>	<i>On time</i>

### **Absence/Illness**

**Please call the school if your child is absent for any reason. Your child must be symptom free for 24 hours before returning to school. Please do not bring your child if they are sick with a fever, runny nose, sneezing, coughing, or have symptoms of a contagious disease.**

### **Field Trips**

Notice of field trip plans and permission slip will be distributed to parents at least one week before the event.

### **Arrivals and Departures**

Upon arrival, please park in designated parking spots. Please escort your child into the building and make sure your child's teacher is aware of your arrival. All children are expected to arrive and depart according to their enrollment schedule and be signed in and signed out.

### **Snacks and Lunches**

Parents are responsible for providing their child snacks for part-time students and lunch for full-time students.

### **Personal Items**

All lunches, backpacks, and clothing should be clearly labeled with your child's name. Please provide an extra set of clothing for your child in a labeled bag in case of spills, illness, etc.

## **SPUMPS POLICIES & PROCEDURES**

SPUMPS also accepts children of kindergarten age whose parents wish to wait another year before enrolling them in kindergarten. SPUMPS admits students of any race, color, nationality, religion, and ethnic origin. SPUMPS accepts all children of all abilities within reason. If your child does enroll with an (i.e. Speech, IEP/IFSP) we request that you share this information with us upon enrollment. We welcome outside providers.