



Hillcrest Academy

Sunscreen Application Policy

It is that time of year again. The sun is out and the children need to be protected. **Please be aware that your child must receive his/her first application of sunscreen at home, before coming to school.**

Hillcrest staff will apply Rocky Mountain SPF 30 sunscreen as a reapplication before the children go outside to play. You can send sunscreen from home if it is **CLEARLY MARKED** with your child's name.



Picture Policy

Due to recent legislation, regarding privacy laws, Hillcrest cannot take an individual or group picture of your child without your written permission. Therefore, please sign the attached permission form so that the Hillcrest Academy faculty can take an individual and/or group picture of your child. Our website is updated frequently with pictures of our activities. Please let us know if we can include pictures of your child.

Expulsion, Withdrawal & Termination Policy

A. Withdrawal

In order to meet our expenses, operate with adequate staff/child ratio, and offer ample notice to those who may be on our waiting lists, the following are the withdrawal requirements.

* 2 weeks written notice is required to remove your child from Hillcrest.

*Payment is due for this two-week period regardless of whether or not the child attends school for that period of time. **NO REFUNDS!**

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B. Termination of Enrollment

Hillcrest recognizes that not every situation is appropriate for every child. We will make every effort to discuss any conflicts with the parent in order to determine the cause of any problem, and involve other appropriate resource persons if necessary. Sometimes we can help the child make the adjustment. If this is not possible, the parent and/or Director may choose to terminate enrollment on a time line that is in the best interest of the child, staff, and other students enrolled at the school. If the Director feels necessary, the two weeks notice of withdrawal may be waived. The child's well-being is a concern when considering an appropriate arrangement and adjustment to the program. Under the discretion of the Director and/or staff, we reserve the right to terminate enrollment for the safety and well being of any and all of the children, staff, etc.

Reasons for termination of enrollment are as followed, but not limited to:

1. Inability of child or parent to adjust to program.
2. Program staff does not feel it is meeting the child and/or parents needs.
3. The Director determines that it is not in the best interest of the school or other children enrolled to have the child in attendance.
4. Lack of cooperation from parent to resolve differences and/or meet the child's needs.
5. Lack of cooperation regarding Pick up Policy and ID verification.
6. Parent fails to adhere to the tuition policies after one written warning.
7. Abusive behaviors, quarreling, and/or verbal threats toward program staff or other parents.
8. Parent excessively swearing, cursing, or exhibiting aggressive behavior in front of staff, parents, and/or children.
9. Parent disciplining children other than their own on school property.
10. Child's behavior is so aggressive it impacts on staff and/or other children.
11. Parent fails to honor obligations identified in the Parent Handbook.