



Oak Brook School

family owned since 2001

Policies & Procedures for 2020 – 2021

These are reminders of OBS policies and procedures for the school year:

- A completed Tuition Express form must be kept on file and tuition payments will be processed each Monday morning. Tuition and any fees are due in full by close of business Monday of each week.
- A \$10.00 late fee will be assessed on Tuesday morning on outstanding accounts.
- Tuition is calculated on a yearly basis and is due if the child is sick, on holiday weeks, and if the school is closed for inclement weather. You are still responsible to pay each week if your child is here or not.
- In the event of an unforeseen pandemic, please reference our Pandemic Tuition Policy in the parent handbook.
- A \$35.00 fee will be charged for each **NSF check** and late fees on tuition will also apply.
- Failure to pay in a timely fashion may result in removal from Oak Brook School.
- Registration will be billed twice a year, in July for the school year enrollment and in April for summer enrollment.
- Curriculum Supply Fee will be billed in August & January for the school year and in June for the summer or at the time of enrollment if it is after these dates.
- We are open from 6:30 a.m. until 6:30 p.m. A late fee of \$15.00 per child will be due immediately for pickup between 6:30 p.m. and 6:40 p.m. A \$1.00 per child will be assessed for each minute after that time. Being late on a regular basis may result in removal from OBS.
- Families enrolled in full-time programs receive 2 weeks of tuition at half price from the start of enrollment. They must be taken in whole week increments (M-F) and do not carry over year to year. If you are enrolled in a part-time program you do not qualify for vacation credit.
- OBS must be notified if your child/ren is diagnosed with a communicable disease. If your child goes home with a temperature of 100.4 or higher, they have to be fever free for 24 hours without medication before returning.
- OBS will follow McKinney ISD's decision in case of inclement weather.
- All of your child's food will be provided. If your child has food allergies or restrictions and they cannot eat the scheduled food for the day it is your responsibility to send a lunch or snack. Additional food options will not be prepared. **We are a peanut butter and tree-nut free school.**
- Parents of after schoolers: OBS must be notified if your child will not be riding the OBS bus. Failure to call by 2:00 p.m. will result in a \$20.00 fine each time you forget to call us.
- OBS must be informed in writing if someone different will be picking your child/ren up. The person must have picture identification or the child/ren will not be released.
- Children must have on shoes that fasten to the foot. **No flip-flops or slip-ons.** Closed toed shoes are the safest. If your child has inappropriate shoes you will be called to bring an alternate pair.
- OBS will be closed for New Year's Eve & New Year's Day (observed), Memorial Day, Fourth of July (observed), Labor Day, Columbus Day, Thanksgiving & Black Friday, Christmas Eve & Christmas Day (observed), in addition to our two teacher in-services at the end of the school year and summer. Please see Parent Calendar on the website or in the lobby.
- **You must give a 2 week notice to withdraw your child from OBS in writing. If you do not give a two week notice you will still be financially responsible for those two weeks.**
- You must give two weeks' notice to change from full-time to part-time status.
- You may NOT drop off between 12:30 p.m. – 2:30 p.m., it is too disruptive during nap time.

The customer agrees to adhere to the above policies and payment schedules.

Signature here indicates you have been reminded of and understand all these OBS reminders and have been given access to the parent handbook on the website and a current rate sheet.

Child's Name

Parent or Legal Guardian's Name

Date