



## MLU Permissions and Policies

### Classroom Ratio

Due to **State** requirements regarding teacher-student ratio, your child's schedule (program selected) **cannot be altered**.

### Additional Fees

Please note that Tuition Express automatically keeps record of **late pick-ups** when you check-out using your finger print and bills accordingly, regardless of when you check-in. **After a 10 minute delayed pick-up, Tuition Express automatically bills at a rate of \$5 for every 10 minutes.**

### Parent-Teacher Conference

Parent-teacher conference/meeting **must** be scheduled with administration.

### Assessments

Assessment is an ongoing process at MLU. Formal assessments are scheduled three times during the academic year.

### Toys from Home

MLU has a plentiful assortment of toys and games. In order to avoid conflict amongst children, we ask that you do not send your child with toys from home. However, we welcome a soothing toy for the comfort of your child at rest/naptime.

### Classroom Placement

Child placement is according to age. In addition, to attend PreK3, PreK4 and Kindergarten, the child **must** be fully potty-trained.

### Safety Shoes Policy

To prevent injury, your child must wear sneakers or rubber sole shoes. No sandals, open-toe shoes, nor flip-flops are allowed in our Center.

### Winter Shoes Policy

During winter, please bring sneakers to wear in the classroom; no snow boots/shoes are allowed in the building.

## Walking / Trip Permission Policy

MLU's form must be filled out with child's name in order to participate on walks outside the building.

## Permission to Apply Powders, Lotions, Ointments, and Sunscreen

MLU's form must be filled out to authorize use of any of the above.

## Permission to Photograph and Use of Technology and Social Media

I give MLU permission to photograph my child to post on Daily Connect, MLU's Facebook, and Instagram accounts. I understand that posting/sharing of any pictures and/or video taken by MLU staff is prohibited to both parents and staff. In addition, I understand that Daily Connect, Text Message, Email and Telephone calls are all means of communication between MLU and myself with regard to my child.

## Surveillance Camera Policy

Here at MLU we have 64 cameras covering the inside and outside of the building at all times, and they are for internal purposes only.

## Potty Training

Potty training is a caregiver-parent effort; we need your help at home to ensure success.

## Glass Containers

For safety reasons, we do not allow glass bottles/containers.

## Soiled Clothing, Sheets, and Blankets Policy

Please ensure that your child has at least one change of clothing in the classroom of his/her current size. All soiled items will be sent home. On Fridays, both sheet and blanket will be sent home for laundering. If either blanket/sheet is soiled prior to Friday, it will be sent home on that day for return the next day your child attends the Center.