



Operating Policies

Days and Hours of Operation

The Newtown Youth Academy (NYA) Play + Learning is open Monday through Friday 8:00 a.m. to 5:30 p.m. We follow The Town of Newtown school schedule for holidays and vacations. Tuition is due weekly regardless of any absence, including sick days. Our current schedule brings us through October 2, 2020 but with possibility of extending to accommodate the town's hybrid learning plan.

Admission

Our program serves children ages 5-12. A **\$100** non-refundable registration fee is due upon registration. Tuitions payments are to be made weekly, and due the Friday before the week of care. A **\$20** a day late fee will be added after 5 days and your child may not return until payment is made in full.

Each child entering the center must have an updated physical form, signed and dated by his/her pediatrician, including current immunization documentation. Children who are not school age, must have their physicals updated yearly. Children who are school age, are required to have a physical upon entering Kindergarten and then as required by the school district for which that child attends and acceptable to the local education authority.

Agreements with Parents

- Please call and let a staff know if your child is going to be absent for any reason.
- An adult must accompany your child to and from his/her classroom and sign them in and out each day
- Toys are not to be brought from home except on specified days
- Any changes in address, phone number, employment, etc. must be given to the Director in writing.
- In case of inclement weather, please watch for closings or delays.

Meals and Snacks

Parents must supply their child's lunch box. Be sure to label their lunch and provide and **ice pack**. Lunches and snacks must be **nut free** (peanuts, tree nuts, etc....). Parents also must supply and morning and afternoon snack, or send their child to the program with money to purchase an item at the NYA café or vending machines.



Visitation

Our center has an open door policy. Parents and guardians are encouraged to visit their children whenever possible. Volunteers are more than welcome.

Withdrawal/Expulsion of Children

Parents or guardians must provide the center with 1 week written notice prior to withdrawing their child from the center. All tuition owed must be paid in full. Likewise, if possible, the program will provide the same courtesy if care for a child must be terminated for any reason. The program will work with all children and families to avoid a child's expulsion.