

JORDAN CHILD DEVELOPMENT CENTER POLICY LETTER

Requirements: Early Intervention (E.I.) = Birth – 3 yrs old; Preschool (Pre) = 3 and 4 yr olds

Please sign the bottom of this Policy Letter verifying that you have read and agree to the following policies. Please contact our Center at (801)567-8510 with any questions.

A. PAPERWORK: Prior to entrance into any programs through the Jordan Child Development Center:

The following items are required to be on file at our office:

- Completed registration form (*E.I. and Pre*)
- Completed and signed Policy Letter (*E.I. and Pre*)
- Copy of your child's current immunization record (*E.I. and Pre*)
- Copy of your child's certified birth certificate (*Pre only*)
- A one-time \$20 non-refundable registration fee (*Pre only*)
- First month's tuition payment (*E.I. and Pre*)

B. IMMUNIZATIONS (*E.I. and Pre*): Utah State law requires that all children be properly immunized prior to entering the Jordan School District Early Intervention or Preschool programs. The Jordan Child Development Center is required to maintain a current immunization record, or an exemption form from the Health Department, for all children who receive services through our Center. The Utah Department of Health recently notified our office of additional immunization requirements. As of July 1, 2008, all of our preschool children must be immunized appropriately for their age with the following immunizations:

4 DPT shots	3 Hepatitis B shots	4 HIB (Haemophilus Influenzae type b)
3 Polio shots	1 MMR (Measles, Mumps, Rubella)	1 Varicella (Chicken Pox)
2 Hepatitis A shots		4 Pneumococcal (PCV7)

For your convenience, a copy can be faxed by your health care provider to our office at (801)567-8523.

C. TUITION (*E.I. and Pre*):

- Do not give tuition money to your child's teacher.
- **Credit/Debit Cards, Checks and Money Orders are accepted.** Please make checks payable to Jordan District, and include the child's name and school on the check.
- Tuition payments are due the first of each month, and should be mailed or dropped off at the Jordan Child Development Center Office located at 2827 W. 13400 S., Riverton, UT 84065, (801)567-8510.
- If monthly payments are not received by the 10th of each month, you will receive notice that your child will be unable to attend the following month unless payment is made.
- Payments are based on an annual fee and divided equally over eight months. **There is no reduction in tuition for children who are unable to attend due to illness or vacation.**
- **Paid tuition is non-refundable.**
- **A full month's tuition is expected for any month that your child attends at least one class.**

D. WITHDRAWAL FROM PROGRAM (*E.I. and Pre*):

- The Jordan Child Development Center requires a **written notice** of your intent to withdraw your child from the program.
- Monthly tuition payments are expected until written notice is received and accepted at our Center. We will then inform the teacher of your withdrawal.

Print Name

Date

Signature

Date received at JCDC