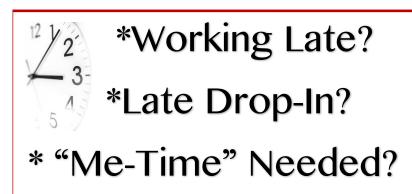
Lighthouse Early Start Academy, Inc

First Steps Infant/Toddler Center

From the Desk of Coach Jewell Moore, The Childcare Expert

Extended Hours Care (EHC)

Policies and Procedures Contract



We Can Help!

IN

Three Easy Steps:

1. <u>Register/Enroll for a Slot</u>. No services can be provided until all enrollment is completed. Registration is only needed once per year.

- 2. **Policies and Procedures**: Read and abide by EHC listed below and by Lighthouse Early Start Academy, Inc. listed in registration enrollment packet.
- 3. <u>Make Payment</u> as stated with Paypal, Money Order, Credit/Debit Card. <u>Fees:</u> \$15.00 per hour per child. Ask about sibling & discounts. (not based on half hour)

<u>Policies and Procedures</u>. All EHC policies are the same as both centers LESA/First Steps and the additional policies listed below:

• Children Ages: (18 months [walking] - 10 years) are accepted for EHS.

EHS is from 5:30pm and beyond. Any services before 5:30pm is consider *regular enrollment or drop-in services* and those procedures are listed separately and must be enrolled separately.

• APPOINTMENTS & PAYMENT: Appointments are made in advance and payment is made before or at drop-off. Appointments can be made up to a week in advance or up to four hours to ensure proper staff availability. If emergency services are needed after 5:30 without a four hours appointment, if staff is available, services may be rendered with an additional \$15.00 per hour per child and paid in advance.

Hours of Operation: 6:30-5:30 Mon-Fri [Extended Hours Available Per Paid Appointment]

LOCATIONS: 507 East Fifth Street & 501 Church St CONTACT US: lighthoz@bellsouth.net

Visit us on Facebook and our website www.jewellmoore.com

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