

LOEXC Family Handbook

CHEAT SHEET ON WHAT'S IMPORTANT TO KNOW

About the Center

- League of Extraordinary Children will be open from 6:30am to 6:00pm Monday thru Friday. The center will be closed for the following holidays: Labor Day, Columbus Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day and Independence Day.
- We reserve the right to close for staff training days.
- Staff to child ratio will never exceed the State of NJ guidelines.

Enrollment

- Tuition fees are based on the age of the child enrolled in the program. Parents are paying for the slot that is held for your child. Absences for student illness, parent illness, maternity leave, storm days or funeral will be charged as regular fee.
- Late fees will be enforced. Late pick-up fee: a charge of \$1.00/min past 6:00pm.
- Families can take up to (5) consecutive days and can apply a vacation credit that will allow that week without charge after 6 months of active enrollment. This can be used (1) time during the calendar year (September to August).

Payment Options

- Tuition is due every Friday for the upcoming week. Payments are due by Friday 6:00pm. Families are allowed to pay weekly, bi-weekly, or monthly (if approved by director).
- Payments will be processed through the secure and automated Brightwheel app by parents. If paying by card, a 2.9% processing fee will be added to your tuition invoice. ACH processing fees are \$0.60 per transaction.
- Overdue payments will be charged a \$10 flat fee and \$5.00 for every day after. Bounced checks will be charged \$35.00. If a check is bounced, no other checks will be accepted.



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Urban League

- Parents will be responsible for payments until the contract is finalized if the child is attending our center. Once the Urban League contract is finalized, the parent must pay the difference between UL payment and LOEXC standard tuition fees.

Policies

- If a child is absent for three consecutive days, parents/guardians must provide a doctor's note, unless absence was discussed with the director.
- Please drop your child off between 6:30am and 8:45am. Class times begin between 8:45am and 9:15am each day and we do not want to interrupt any activities or meal times.
- It is the responsibility of the parents/families to wash personal nap items weekly. Staff members will remind parents of this.
- No toys and/or electronics from home should be brought to the center.
- Continuous concerns or behaviors that compromise the learning environment may lead to suspension of program attendance.

Illness Policy

- Parents can refer back to the [Illness and Communicable Disease Policy](#) if they have any specific questions.
- The site must exclude child or staff if: three or more abnormally loose stools in one day, pink eye, temperature of 100.4 or greater, etc.
- To return back to school: a minimum of 24 hours must have passed, symptom free & a healthcare provider has determined the child can return.

