

Program Hours

All of the Department Parks, Recreation & Tourism Preschool programs are partial day programs. There are no full day options. Each preschool site offers a menu of programs with varied days/times. (For specific information regarding Daily Schedules and Curriculum, Holidays, Teacher Workdays, Half-Days, and Inclement Weather please see related sections).

Payment and Refund Information:

Tuition for our preschool programs is due the first of every month and can be paid at the Front Desk or online.

A late fee of \$15 fee will automatically be added to your account if payment is not received by the first of the month. Unpaid space will be made available to the next child on the waiting list beginning the 5th of each month. If you leave the program for any reason and then want to re-enroll at a later date the \$45 registration fee will apply with the full month tuition. Re-enrollment is dependent on available space.

A \$10 multiple child discount will be given for each additional child in the same family. Full fee applies for the first child enrolled. Siblings must be registered at the same program site to receive discount.

If you need to cancel from our program, a two week written notice is required. In the case of a refund, a \$25 administrative fee will be charged. Registration fees are non-refundable.

Please note: If a two week notice is not given, fees will not be refundable.

General Program Policies

Transportation And Field Trip Policy

All transportation to and from the program site is provided by the child's parent or guardian. The Prince William County Department of Parks, Recreation & Tourism does not offer any off-site field trips or provide transportation of any kind for our preschool program. At no time

is a teacher, or other staff member permitted to transport children.

Food Policy

Snacks will be provided each day by the preschool program and should not be brought from home. Our Preschool program follows the most recent nutritional requirements of the United States Department of Agriculture when selecting snacks. Children are allowed to receive second helpings of snacks. If this does not meet your child's needs, please contact your Preschool Manager. A current snack menu is posted in each classroom. **Please advise us of any food allergies your child may have or any food your child may not have for religious reasons. All food brought that is brought in for parties or celebrations must be in an original store bought food container.**

Communication

Contacting Staff

If you need to contact a staff member immediately, or would like to leave a message with one of our employees, please call the Front Desk at your program site.

Emergencies

In an Emergency Situation, the preschool staff will make every effort to speak with parents/guardians directly. If unable to do so, the designated Emergency Contacts will be contacted. Our facilities have an Emergency Preparedness Plan that includes procedures for staff to follow in the case of an emergency. The Emergency Preparedness Plan is available to the public upon request. To

