

NOTIFICATION OF MATERNITY LEAVE

(EFFECTIVE MAY 2018)

CLASSROOMS AT CHILD'S PLAY

1. The New Beginnings- Young Infants
2. The Pitter Patters- Old Infants
3. The Little Wonders- Young Toddlers
4. The Colorful Crayons- Old Toddlers
5. The Stepping Stones- Young 2's
6. The Caterpillars- Old 2's
7. The Helping Hands- Young 3's
8. The Leap Frogs- Old 3's
9. The Smart Cookies- 4-K
10. The Smarties- School Age

- ❖ A "Maternity Leave" form must be submitted and approved by the administration **30 days** prior to the anticipated due date.

To withdraw a child currently attending Child's Play:

- ❖ Children in the New Beginnings' through the Colorful Crayons' classrooms **may not withdraw for a maternity leave** (see Classrooms).
- ❖ Children in the Stepping Stones' through the Smarties' classrooms may withdraw during maternity leave (see Classrooms):
 - A non-refundable deposit, equal to one week's tuition, is required to secure a slot.
 - Your child **must return after 12 weeks**, or regular tuition will be charged.

To change a child's schedule currently attending Child's Play:

- ❖ Children in the New Beginnings' through the Colorful Crayons' classrooms **may not change their schedule for a maternity leave** (see Classrooms).
- ❖ Children in the Stepping Stones' or the Caterpillars' classrooms may change to a **3 day minimum for a maternity leave** (see Classrooms).
- ❖ Children in the Helping Hands' through the Smarties' classrooms may change to a **2-day minimum for a maternity leave** (see Classrooms).

(SEE REVERSE SIDE)

WITHDRAWAL OR CHANGE OF SCHEDULE FOR MATERNITY LEAVE

I wish to notify Child's Play of a change in schedule for (child/children's name): _____

The present schedule is as follows:

The new schedule is as follows:

This change is effective (Refer to Policy on Page 1): _____

Today's date: _____ Parent's signature: _____

Administration Approval: _____