

Infant /Toddler/Twos Handbook Addendum and Important Information

Inclement Weather: If the Galena Public schools have cancelled classes for the day, the information will be announced on local radio stations. If Galena Public Schools have cancelled for the day, ARC preschool will also be cancelled. Please check for a text message or our website to make sure the ARC is open for Childcare. If the Jo Daviess County Sheriff department advises no travel, the ARC will remain closed.

Infant/Toddler/Twos Program: When a parent registers their child for this program they are registering them for a full-time schedule. Monday through Friday at a set fee that is reflected in the current handbook.

Sick days: If your child will not be attending because of illness, parents must phone in this absence to the ARC preschool number: 815-777-2248. **No tuition refunds will be given for days missed because of illness. Exceptions may be given based on the illness of the child and Jo Daviess County Health Department directives.**

Vacation: Each family is eligible for two weeks (10 days) per calendar year of vacation at no charge. All vacations must be scheduled with the ARC **two** weeks in advance of the date. **If a two-week notice is not given, parents will be responsible for the contracted weekly fee.** All other days, that your child does attend will be billed according to your contract.

Holidays: The ARC observes the following holidays and will be closed: Labor Day, Thanksgiving Day & the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day. Any changes to these days will be communicated in writing.

The ARC also reserves the right to close other days based on the calendar and where holidays fall. Closed days will be communicated to families well in advance.

Please see contract/handbook for most current fees.

Multi-Child Discount: Families with more than one child in and ARC program will be given a 10% discount on the least expensive childcare rate. Families with 3 or more children will receive a 20% discount on the least expensive childcare rate.