

Hours of operation are 6:30 a.m. to 6:00 p.m. Monday- Friday.

#### **IV. HOLIDAYS**

- First Steps will be closed for the following holidays:
- Thanksgiving Day and the day after (Friday)
- New Year's Day, Memorial Day, Fourth of July, Labor Day, Christmas Eve, and Christmas Day (and/or 2 days for Christmas), New Year's Eve at noon. Good Friday. We also will have 2 in-service days, some days may be off set due to when they fall during the week.
- There will be no deduction in the weekly fee when a holiday occurs.

#### **V. ADMISSION PROCEDURE**

- Ages of admission are 6 weeks to 12 years of age.
- We attempt to be flexible in our enrollment policies to suit the individual needs of our families.
- Children are accepted subject to availability of space.
- All required forms must be completed and returned to the Director on or before the child's first day.
- A registration-fee of \$85 is to be paid upon enrollment. This fee is non-refundable and is to be paid once a year.
- First Steps reserves the right to terminate a child's spot if we feel that the program is not meeting the child/s needs.