

# VALLEY VIEW PRESCHOOL

## PARENT HANDBOOK

2024-2025



**“Home to the Littlest Spartans”**

Valley View Local School District

Valley View Intermediate

64 Comstock St.

Germantown, Oh 45327

(937) 855-4203

Andrea Cook: Superintendent

Lindsey Schmidt: Primary & Intermediate Principal

Denise Kovacs: Preschool Psychologist

Board Members: Tyson Dillon, Chevella Griffith, Timothy Rudd, Bob Skidmore, Stephanie Smith

Valley View Local Schools Website: [www.valleyview.k12.oh.us](http://www.valleyview.k12.oh.us)

Valley View BOE adopted: May, 2022

# 2024-2025 SCHOOL YEAR

## Preschool Daily Schedule:

AM Class: Drop-off 8:45-9:00; Class 9:00-11:45

PM Class: Drop-off 12:35-12:45; Class 12:45-3:30

August 22nd, 23rd & 24th : Brigance testing for Preschool (parents sign up for this)

August 28th & 29th: Staggered Start for Preschool

September 3rd: All Students Begin

October 14th - Fall Break - no school

November 27th, 28th & 29th: Thanksgiving Break NO SCHOOL

December 20th - January 3rd: Winter Break NO SCHOOL

January 20th: Martin Luther King Day NO SCHOOL for students

February 10th- 2 hour delay

February 17th: Presidents Day NO SCHOOL

March 10th - 2 hour delay

March 31st - April 4th: Spring Break NO SCHOOL

April 14th - 2 hour delay

May 12th- 2 hour delay

May 15th - last day for preschool students

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## **PROGRAM PHILOSOPHY**

We have six major goals for all students of our program.

1. Each student will improve his or her social skills.
2. Each student will improve his or her motor skills.
3. Each student will improve his or her communication skills.
4. Each student will interact appropriately with his or her peers.
5. Each student will improve his or her pre-academic readiness skills.
6. Each parent/guardian will have the opportunity to interact with the teacher and therapists about their child's progress.
7. Each student will be given opportunities to become independent learners and given strategies to meet their own needs.

## **PROGRAM**

Preschool classes located at Valley View Intermediate School service children living in the Valley View School District. These classes are for children who are at least 3 years old but not of compulsory school-age, and who are experiencing delays in development. Children without delays are also included in the program.

Valley View Preschool offers a general education setting, integrated class setting, special education setting, and itinerant services. The district partners with other entities for outside service provider locations, special schools.

## **GENERAL OPERATING INFORMATION**

### **(RULE 1501:2-12-45) PARENT INFORMATION**

#### **HOURS OF OPERATION**

Preschool staff members are available Monday through Friday 8:30-3:45 pm. Valley View Intermediate office hours of operation are Monday through Friday 8:00-4:00. The office number is 855-4203.

#### **LICENSURE**

The Preschool Program is licensed by the Ohio Department of Education. The license is posted in each classroom.

The Rules and regulations are available in the preschool classroom. The center's licensing record including compliance report forms and evaluation forms from the Health Department and Fire Department are available upon request from the department. The Ohio Department of Education's telephone number is 1-614-466-0224 for any person to use to report a suspected violation by the preschool.

The capacity in the classrooms range from 15-16 preschool-age children per session.

#### **CURRICULUM**

The Ohio Department of Education has developed Early Learning Content Standards for preschool age children in the areas of Language Arts, Mathematics, Science, Social Emotional Development and Social Studies. These early learning standards describe essential concepts and skills for young children. Based on research, these achievable indicators emerge as the result of quality early learning experiences regardless of the setting (e.g. Nursery school, preschool, family care, etc.) In addition, the early learning content indicators are aligned to the K-12 indicators, benchmarks and standards that result in a seamless education framework for children pre-kindergarten through kindergarten and primary grades.

These early learning standards serve as a framework for designing and implementing meaningful curriculum and intentional learning experiences within all preschool and child care settings. The early learning standards are the expectations for the end of the preschool years and thus serve as a guide for our preschool program and also provide the foundation for professional development for staff.

Valley View Board of Education (BOE) has adopted a curriculum which supports the State's Early Learning Content Standards. The "Creative Curriculum for Preschool" balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's

learning styles and building on their strengths and interests. It helps teachers guide their students' learning in literacy, math, science and social studies without neglecting their social/emotional development. The curriculum features goals and objectives which are directly linked to the Content Standards and help the teachers define their vital role in connecting content, teaching and learning for our preschool children. The Valley View BOE has also adopted a Social Emotional Curriculum called Conscious Discipline programs for preschool children. Developmentally appropriate program planning addresses selection and use of developmentally appropriate materials, equipment and resources that meet the intellectual, physical, social and emotional needs of each preschool child. During the 21/22 school year the district adopted Heggerty as our phonemic awareness curriculum. Foundations was adopted in 2023.

### **NON-DISCRIMINATION POLICY**

This center will follow a non-discrimination practice in delivery of services to children. There will be no preference toward or discrimination against any individual because of age, race, color, creed, gender or handicap.

### **RELEASE OF A CHILD**

No child will be released to anyone other than parent, guardian, or those named on the child release form.

Staff members will not knowingly release any child to a parent, guardian, or other pick-up person who appears to be under the influence of drugs or alcohol. We will contact the parent, or pick-up person listed on the release form.

In the event a child has not been picked up by dismissal time or the parent is not at home when the bus arrives and prior arrangements have not been made, an attempt will be made to contact other pick-up persons on the release form. If contact cannot be made, the police department or Children's Services will be notified.

### **PARENT INVOLVEMENT**

1. Parents are invited to attend the Parent Handbook Night which takes place prior to the start of the year. This is an opportunity to participate and learn more about the program.
2. Parents or guardians of a child enrolled in a preschool class shall be permitted access to the classroom during its hours of operation for the purposes of contacting their children, evaluating the program or evaluating the premises. We ask that 24 hours notice is given in order to accommodate. This can be done via your child's notebook.
3. Parents who need assistance with problems or complaints related to the program are asked to speak with Lindsey Schmidt, the Preschool Director & Principal of Valley View Primary and Intermediate at 855-4203.

4. Preschool staff members will exchange information with parents on a weekly basis through the use of ParentSquare. Parents may also reach staff by phone Monday - Thursday from 8:30-8:45 or between the hours of 8:30 & 3:30 on Fridays. You may also email your child's teacher at anytime
  - Miss Cindy: [cynthia.spitler@valleyview.k12.oh.us](mailto:cynthia.spitler@valleyview.k12.oh.us)
  - Miss Jen: [Jennifer.Fischer@valleyview.k12.oh.us](mailto:Jennifer.Fischer@valleyview.k12.oh.us)
  - Miss Alissa: [Alissa.eshbaugh@valleyview.k12.oh.us](mailto:Alissa.eshbaugh@valleyview.k12.oh.us)
  - Mr. Brad: [Bradley.Miller@valleyview.k12.oh.us](mailto:Bradley.Miller@valleyview.k12.oh.us)
5. Parent teacher conferences are held twice a year. These are important meetings where home and school behavior, student progress and concerns can be discussed with teachers and specialists serving the student.

## **ARRIVAL AND DEPARTURE**

The morning students may begin arriving at 8:45 and the afternoon students may begin arriving at 12:35.

AM session Drop off: You do not need to leave your car. Your child's teacher will get your child out of the car and walk him/her to the classroom. When dropping off your child follow the green line around the back of the preschool building. Miss Cindy & Miss Alissa will be the first teachers while Miss Jen & Mr. Brad are around the building.

AM Pick Up: Please park your car and collect your child to the appropriate gate.

PM drop off AND pick up: Please park your car and walk your child to the appropriate gate.

Mr. Brad's class will be dropped off and picked up at **Gate 1**.

Miss Jen's will be dropped off and picked up at **Gate 2**.

Miss Cindy's will be dropped off and picked up at **Gate 3**

Miss Alissa's class will be dropped off and picked up at **Gate 4**.

## **SPECIAL INSTRUCTIONS**

1. If your child will be absent due to illness, doctor's appointment, etc, please notify Joni at the Primary office by 9:30 am at 855-6571. If you need to pick your child up early for an appointment, tell your child's teacher through ParentSquare or write a note in the back of your child's folder in advance so your child is ready when you arrive. You will sign your child out at the Primary Office.
2. If preschool classes are canceled or delayed because of weather or other circumstances parents will be contacted through ParentSquare. You may also find the listing on all local TV stations. In the event of a two-hour delay, the preschool will follow the

following schedule: Morning Session 11:00-12:45; PM Session; 1:45-3:30. session. Early dismissal times will be as follows: A.M. 9:00-10:45; P.M. 11:45-1:30.

## **PRESCHOOL SCREENING**

All children enrolled in our preschool program will be screened within the first 60 days of school. This will include the completion of a parent questionnaire and will provide the staff with information concerning developmental skills. Staff will share the results of this screening with parents to help them plan for future educational programming.

## **PRESCHOOL ASSESSMENT**

Each child in the class will be given three types of assessments throughout the school year.

1. Brigance Screening tool is given within the first 60 days of school. It is given to the students individually and will assess speech, fine motor, gross motor and preacademic skills.
2. ELA (Early Learning Assessment) is given twice a year to all students. This assessment covers Math, Social/Emotional Development, motor development, Language and Literacy Development. It is primarily completed by the classroom teacher through observation.
3. The Devereaux is a tool used for Social/Emotional growth. It is filled out by the classroom teacher between 30 & 60 days of enrollment.
4. Students identified with a disability would have an additional measure added. COS (Child Outcome Survey) is performed at the initial IEP meeting, annual IEP meeting and upon exiting the preschool program. It is designed to be filled out together by the child's team members. This assessment is a developmental snapshot of where the child is performing currently. It covers three areas of growth: Acquiring and Using Knowledge and Skills, Social/Emotional Skills and Taking Appropriate Action to Meet Own Needs.



## **DAILY PROGRAM SCHEDULE FOR PRESCHOOL CLASSES**

The preschool classroom has a program plan describing daily activities which include a balance of quiet and active play, large group instruction, small group instruction, individual free choice activities and a time for free play. Age appropriate materials are provided and arranged so that children may select, remove and replace materials with minimal assistance. Children have an opportunity to participate in a variety of learning experiences including art, reading, computers, science, writing, math, music, dramatic play, building, cooking, creative construction, and active play.

A typical day may be organized as follows: times can vary due to needs of the classroom

<u>AM</u>	<u>PM</u>	<u>Activity</u>
8:45-9:00	12:35-12:45	Arrival
9:00-9:30	12:45-1:00	1 <sup>st</sup> Circle: Pledge, Exercise, Show & Tell
9:30-10:30	1:00-2:00	Centers
10:30-11:00	2:00-2:30	Restroom Break & Snack
11:00-11:15	2:30-3:10	2 <sup>nd</sup> Circle: Calendar, Weather, Song, and Language Activity
11:15-11:40	2:10-3:25	Outdoor play
11:45	3:30	Dismissal

### **PRESCHOOL SUPPLIES**

Your Preschool teacher will provide a list of needed supplies prior to the start of the school year.

### **SNACKS**

Families will be asked to bring in snacks each month for the entire class. Please send in enough snacks for sixteen students on the first Monday of each month. Staff will notify parents of any food allergies within the class to avoid sending in contaminated items, (ex. Peanut, dairy, egg, etc).

Birthdays are special to children, their classmates and their teachers. Sending in birthday treats should be pre-planned with the child's teacher. When planning your child's birthday treat with your child's teacher, please be aware of the following:

- Birthday treats can be scheduled on the school day closest to the actual date. Please check with the classroom teacher to avoid double celebrations.
- Summer birthdays are also special and may be celebrated with a birthday treat anytime during the school year. Please coordinate with your child's teacher.
- Please talk with the classroom teacher about any allergies that need to be considered.
- Only prepackaged birthday treats will be permitted this year, please nothing homemade.

## **POLICIES**

### **TRANSPORTATION POLICY**

Valley View Local Schools does not provide transportation to or from school for preschool children.

### **DISCIPLINE POLICY**

Children in the preschool classes will be required to follow classroom rules while in the room and on all field trips. Staff members strive to develop positive self-esteem while helping children to be responsible for their own behavior. Staff members focus on and reinforce children exhibiting positive behaviors so they will provide good models for other students. If a potential behavior problem starts to develop, staff will intervene and redirect the child. If an individual child continuously has difficulty controlling his/her behavior, a meeting with the parents will be held and an individual plan for that child will be developed.

The following guidelines will be followed with regard to discipline.

1. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline
2. The center shall have a written discipline policy describing the center's philosophy for discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
3. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - a) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking or biting.
  - b) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, allowing the child to regain control.
  - c) No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle.
  - d) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
  - e) Discipline shall not be imposed on a child for failing to eat or toileting accidents.
  - f) Discipline techniques shall not humiliate, shame, or frighten a child.
  - g) Discipline shall not include withholding food or toilet use.

- h) Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
  - i) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- 4. The parent of a child enrolled in the program will receive a written copy of the discipline policy.
  - 5. All preschool staff members will receive a copy of the center's discipline policy for review upon employment.

## **SAFETY POLICY**

- 1. No child will be left alone or unsupervised.
- 2. If a child needs to leave before the designated dismissal time he/she must be signed out in the office.
- 3. Only persons authorized on the pickup paper will be permitted to pick up the child.
- 4. A telephone is located in each classroom and one in the therapist room, which is easily accessible to all classrooms.
- 5. Fire drills are held several times throughout the year. Children are taught the safest way to exit the building quickly.
- 6. Tornado drills are held during tornado season. Students are taught to find the safest refuge in their classroom.
- 7. Lockdown drills are held once a year. Students are taught to go to a safe area until an "all clear" signal is given.
- 8. Whenever children are transported by buses away from the classroom for field trips, the following requirements will be met.
  - a) A first aid box shall be available on the trip, which meets the requirements of Rule 5101:2-12-31 of the Administrative Code.
  - b) Persons trained in first aid shall be available on the trip which meets the requirement of Rule 5101:2-12-31 of the Administrative Code.
  - c) Each child's emergency medical form will be taken on all field trips.
- 9. An incident report will be completed when an accident or injury occurs. A calendar of accidents will also be kept in a central location to track areas around the building and classroom where accidents are occurring.
- 10. Spray aerosols will not be used at any time when children are present in the classroom.
- 11. All preschool staff members are required under section 2151-421 of the Ohio Revised Code to report any suspicion of child abuse or neglect. Staff members will immediately notify the school nurse and preschool director when abuse or neglect is suspected. The staff member will then notify Montgomery County Children's Services to make a report. Training in the recognition of neglect and abuse is provided by Montgomery County Regional Center.

## MANAGEMENT OF COMMUNICABLE DISEASE POLICY

1. Staff members conduct visual daily health checks on children.
2. Staff Members are trained in the prevention, recognition and management of communicable diseases.
3. The Ohio Department of Health Communicable Disease Chart is posted in each classroom and in the nurse's office. It is used as a reference tool when a child needs to be excluded or readmitted to school.
4. A child isolated due to suspected communicable disease shall be cared for in a room or portion of a room not being used in the preschool program.
5. A child isolated due to suspected communicable disease shall be within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
6. A child isolated due to suspected communicable disease shall be made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cot shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other bodily fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
7. A child isolated due to suspected communicable disease shall be observed carefully for worsening condition.
8. A child isolated due to suspected communicable disease shall be discharged to parent or guardian as soon as practical.
9. Children are to remain at home if they have any of the following symptoms:
  - A. Temperature of 100 degrees
  - B. Suspicious skin rash
  - C. Diarrhea and/or vomiting within a 24-hour period
  - D. Evidence of lice infestation
  - E. Severe coughing, such that the child becomes red or blue in the face
  - F. Difficult or rapid breathing
  - G. Headache in combination with a stiff neck
  - H. Yellowish skin or eyes
  - I. Drainage from the eye
  - J. Unusually dark urine and/or gray or white stool
  - K. Stiff neck
  - L. Evidence of lice, scabies or other parasitic infestation.

**Should any of the above mentioned occur during the school day,  
the child will be sent home.**

10. Head lice can be a common occurrence in preschool children. If your child contracts head lice, they are not to return to school until a head lice treatment has been

performed by the family and all lice is gone. The child must be checked by the school nurse before returning to school.

11. If your child becomes ill at school, he/she will be taken to the nurse's office until a parent/guardian can pick him up. An adult will remain with the child at all times.

## **GUIDELINES FOR MEDICATION ADMINISTRATION**

If your child needs medication administered at school, a written & signed instruction form from your child's physician is required. You may obtain a sheet from either your child's teacher or the Primary or Intermediate office. The medication will only be administered by the school nurse or authorized staff in the office. The medication must be received in the original container in which it was dispensed, including the child's name and prescribing information.

## **MEDICAL EMERGENCY PLAN**

1. Every classroom has their own First Aid box which is clearly marked.
2. Emergency Numbers:

Children's Services	937-222-5437
Emergency Squad 911	
Fire Department	911
Children's Hospital	937-641-3000
Poison Control	937-222-2227
Sheriff	911
Police	911
3. Staff members are trained in first aid by certified and registered trainers who meet state requirements.
4. Children's records are located in the intermediate school office and nurse office.
5. If a child is in need of medical assistance while on a field trip and the staff has obtained consent from the parent or guardian to seek medical treatment for the child, the child's record as required by Rule 1501:2-12-46 of the Administrative Code, shall be transported to the source of medical assistance with the child.
6. The staff/child ratio will be maintained at all times during emergency conditions. The child will be transported by local EMS.
7. A dental first aid chart and emergency instructions are located on the wall in each classroom.

## PARENT RIGHTS

Parents are an integral part of a child's education. Participation is welcomed and encouraged at preschool.

There are many opportunities parents/guardians will be given to participate:

- Parent Participation Week (these will be communicated via the monthly calendar)
- Walking Field Trips
- Parent Fun Night
- Centers

The laws and implementing standards for special education specify that parents of students should be reminded that their participation in their son/daughter's educational program is not just encouraged but, indeed, mandated. For example, the Ohio Department of Education Standards on Due Process lists the following RIGHTS retained by parents of handicapped children:

- To give or deny permission for evaluation
- To review and inspect educational records.
- To obtain a copy of student records at the cost of copying
- To request amendments in the records if inaccurate
- To seek an independent evaluation at their expense
- To give or deny permission for a change in the instructional placement of the child
- To prevent complaints with respect to evaluation or placement
- To participate in a due process hearing
- To be fully informed of all proposed evaluation, placement, and periodic review activities
- To obtain a description of programs, services, and personnel provided for handicapped children
- To have a conference with any person participating in educational decisions

Due Process is a term, which describes:

- Student and parental rights to full information on any educational question.
- The right to review and challenge any assessment or evaluation.
- The right to participate in and review the educational decision-making process.
- The right to have student records maintained in a professional and confidential manner.
- The right to appeal any educational decision to an impartial hearing officer.

Due Process refers to the safeguards to which a person is entitled in order to protect himself and his rights. In other words, a person has a method, which ensures his partnership in making decisions. In this case, the decisions are those affecting the education of a child with a handicap or possible handicap.

A complete statement of the Due Process and Procedural Safeguards Standards (as in Section 3301-51-16 of the Ohio Revised Code) along with the Rules for the Education of Preschool Children with Disabilities are available to all parents upon request.

### **ENROLLMENT PROCEDURES FOR CHILDREN WITH SPECIAL NEEDS**

To be eligible for preschool services the child must be at least 3 years old but not of compulsory school age and must have been determined to have a disability according to the current operating standards for Ohio Educational Agencies Serving Children With Disabilities. This documented deficit shall be determined by a score of 2 standard deviations below the mean in one area or a score of 1 ½ standard deviations below in two areas.

A screening will be held monthly to process referrals of children whose parents are concerned about their child's development. If, during this screening, there is a concern by staff members and the child fails the screening, an evaluation will take place. This evaluation will involve the following: structured interview, structured observations, standardized, norm referenced testing, and criterion-referenced/curriculum based assessment. Upon completion of the assessment a meeting with parents/guardians will be held to review results and develop a plan if necessary. A determination of eligibility will be made at the time.

There is no charge for services to children found to be eligible under the above stated criteria.

Students who are enrolled and no longer require special education services as determined by their IEP team could be offered a mentor spot, if one is available at that time. The family can choose to take the open spot for the duration of that school year. Payments for school tuition would start the next full quarter after the student no longer qualifies for services. The family would be able to apply for free/reduced lunch; as described in "TUITION SCHEDULE FOR TYPICAL CHILDREN" (found below).

1st quarter - August 28th

2nd quarter - October 21st

3rd quarter - January 16th

4th quarter - March 20th

#### **Physical and Dental Forms:**

Physicals must be completed within the first 60 days of enrollment and then each year at the expiration date. These forms must be completed by your child's doctor. Please note that lead and hemoglobin testing are also a requirement. Please supply a copy of your child's shot record along with the physical form.

In addition, a dental form must be completed initially within the first 60 days of enrollment and completed yearly thereafter.

## ENROLLMENT PROCEDURES FOR TYPICAL PRESCHOOL CHILDREN

Before starting preschool, the following forms must be on file for each child: birth certificate, social security card, physician report, immunization record and other paperwork in the preschool packet. Extra packets are located in the school office.

A lottery system is used to enroll new mentors.

The lottery system will provide a more equitable process for families. All interested and eligible students will have their name added to the lottery by following these steps.

Upcoming dates for the 2024/2025 lottery:

- December 16, 2024: Informal meeting with interested parents to discuss the process of the lottery system (not mandatory).
- December 20, 8am-January 17, 4pm: Registration for Preschool Lottery System
  - Information distributed in many avenues: Website, board meeting, Parent square, churchs, grocery, Germantown Press
- January 21, 2025: Lottery. Drawing names/numbers to create the full list for a spot
- Screening in April and May of 2025: Families will be called by staff to set a time.



## **TUITION SCHEDULE FOR TYPICAL CHILDREN**

Starting August 1, 2024 families can apply for free/reduced lunch. While preschool students do not eat lunch at school, the free/reduced program can be used for Preschool tuition as well. Students who qualify for free lunch would pay nothing for their student to attend Preschool. Families will be reimbursed by Valley View for any fees/tuition that were already paid. Students who qualify for reduced lunch would pay 50% for their student to attend Preschool. This would apply for those families who make a 1 time payment, or for those who pay quarterly.

For the 2024-2025 school year the tuition will be:

Tuition is \$281/quarter, which equals \$1124 for the year. The first quarter tuition is due within 1 week of your screening date. This secures your spot. The 2nd-4th quarter tuition payments are due on or before the first day of each new quarter. If your child's tuition is paid in full by Valley View's first day of school (August 21, 2024) then you will receive a \$100 discount and therefore only pay \$1025 for the year. Families who do not pay quarterly tuition in a timely manner will jeopardize their student's spot in their classroom.