

# Merryhill Attendance Policies

## Program, Schedule & Withdrawal Changes/ Emergency Contacts

All program, schedule, and withdrawal requests must be submitted through **Campus Connect at least 30 days before the requested change takes effect.**

This includes:

- Changing your child's program
- Changing your child's attendance schedule
- Withdrawing your child for any reason

## Tuition Payment Update

Beginning **Monday, August 17**, all tuition accounts must be enrolled in **ACH automatic payments.**

Please note:

- Checks will no longer be accepted.
- Families may also edit or add credit cards through **Alma.**
- Please make sure your payment information is set up and current.
- Contact the Admin Team if you need assistance.

## Emergency Contact Requirement

All families are required to have at least one emergency contact listed who is willing and able to respond if the school is unable to reach a parent or guardian.

Your emergency contact should be available to:

- Answer calls from the school
- Respond if your child becomes sick or another emergency occurs
- Pick up your child promptly when needed

Emergency contacts may be added or updated directly through the **Alma app.** Please make sure all contact information is accurate and current.

## Office Hours

Our Administrative Team is here to help! Whether you have questions about your child's program, tuition, enrollment, billing, or simply need assistance, we're always happy to support you.

Meet Our Leadership Team

- **Ms. Yvonne Valenzuela (Principal)**
- **Ms. Monique Harris ( Office Admin)**
- Mr. Jose Gomez (Office Administrator)**

**Office Hours for the Admin Team are posted on the Principals' office entrance**