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## **Pesticides**

We will make written pesticide information available to a parent, upon parent's request, at least 48 hours before a pesticide application occurs on the schools grounds. The information will include: the brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide; the date and time of the pesticide application; the pesticide label and the material safety data sheet; and the name and telephone number of the pesticide business licensee and the name of the licensed applicator. The **Notice of Application** is posted near the bulletin board.

## **Withdrawal Procedures**

Time For Tots requests a two weeks advance notice that your child will be withdrawn. At the time of notice, a withdrawal form must be completed.

It is the responsibility of the parent to be sure that their account is paid in full by the last day of attendance. If your account is not paid in full, all charges incurred to collect payment will become your responsibility.

## **Liability Insurance**

Time For Tots meets the licensed requirement for liability insurance. Time For Tots does not make provision for transportation or field trips. All activities take place on campus.

## **Tax Time**

Upon request, Time For Tots Kindergarten Preparatory can provide a statement, for those that are currently attending, with a total amount of tuition paid for childcare for the year by January 31 of the following year. For those that are not currently enrolled, you will need to request a statement and allow five business days to receive your copy.

## **License**

Time For Tots is fully licensed by the Arizona Department of Health Services (ADHS). ADHS makes annual inspections of our premises. You are welcome to ask to view the inspection results in the Time For Tots office, or you may call ADHS for this information. ADHS can also provide you with information concerning any complaints made with their office regarding Time For Tots.

ADHS Office of Child Care Licensure  
150 N 18 Ave, Suite 400w  
Phoenix, AZ 85007  
602-364-2539

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-w, Whitten Building, 1400 Independence Ave., SW, Washington D.C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and



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