

Little Shepherd's Learning Center
Potty Training Notification Form

Little Shepherd's Learning Center will assist in toilet training for children two to three years old or when your child is demonstrating signs of potty training readiness. Once your child has been accident free for 3 weeks and can communicate when they need to use the restroom, you may submit the form located in the lobby plexy glass to receive your discount on tuition. Please follow these instructions to receive the discount.

The following are signs of potty training readiness:

- Staying dry through nap times or for long periods of time.
- Showing interest in sitting on the toilet.
- Verbalizing when they are wet or soiled.
- Verbalizing when they need to use the toilet.
- Using the toilet without being prompted by an adult.

1. To receive the Preschool tuition rate, you must submit a written notice to the Financial Administrator by the 15th of the month. The Preschool tuition rate will be adjusted for the following month. Notes received after the 15th, will not see an adjustment in tuition for another two months. We do not pro-rate tuition and should the two-week notice fall into the following month the adjustment will be made the following month after that.
2. Should the child regress the tuition will revert back to the 25 months in pull-ups tuition rate and you will be notified of the change.

Parent Handbook Section XII. Financial Policies B. Page 8

Dear Financial Administrator,

My child is now potty trained. Please change my tuition according to the policy stated above.

Child's Name: _____

Child's Room: _____

Parent/Guardian Signature: _____

Date: _____

Little Shepherd's Learning Center
Potty Training Notification Form

Little Shepherd's Learning Center will assist in toilet training for children two to three years old or when your child is demonstrating signs of potty training readiness. Once your child has been accident free for 3 weeks and can communicate when they need to use the restroom, you may submit the form located in the lobby plexy glass to receive your discount on tuition. Please follow these instructions to receive the discount.

The following are signs of potty training readiness:

- Staying dry through nap times or for long periods of time.
- Showing interest in sitting on the toilet.
- Verbalizing when they are wet or soiled.
- Verbalizing when they need to use the toilet.
- Using the toilet without being prompted by an adult.

1. To receive the Preschool tuition rate, you must submit a written notice to the Financial Administrator by the 15th of the month. The Preschool tuition rate will be adjusted for the following month. Notes received after the 15th, will not see an adjustment in tuition for another two months. We do not pro-rate tuition and should the two-week notice fall into the following month the adjustment will be made the following month after that.
2. Should the child regress the tuition will revert back to the 25 months in pull-ups tuition rate and you will be notified of the change.

Parent Handbook Section XII. Financial Policies B. Page 8

Dear Financial Administrator,

My child is now potty trained. Please change my tuition according to the policy stated above.

Child's Name: _____

Child's Room: _____

Parent/Guardian Signature: _____

Date: _____