



- **Hours of Operation:** Our hours of operation at 7am-6:30 pm Monday – Friday
- **Diversity:** we accept children without regard to race, color or national origin.
- **Program Coverage:** Tuition includes morning snack, nutritious lunch and afternoon snack (please see classroom schedule for designated times). I understand that I am responsible for any special diet which is required by a doctor. If my child is an infant (under 12 months), I understand that I am responsible for their formula and the number of bottles. Each bottle must be labeled with my child's first and last name, including the date it was prepared. All bottles must be prepared fresh each day.
- **New Enrollment Registration Fees:** Registration fees are payable upon registration and are non-refundable (even if you decide not to attend). If space is not available, your child will be placed on the waiting list.
- **Annual Administrative Fee:** An annual administrative fee is required and paid on the date designated by our school. This fee covers teacher increases, annual training, educational materials and insurance. The annual fee is \$ 150.00, and prorated based on when you entered the program.
- **Payment of fees:** Tuition is paid weekly on Wednesday's prior to the week of care needed. Tuition is deducted from the bank account which is noted on our ACH draft form. If tuition fees are not paid in full on the designated day, a \$ 25.00 late fee will be applied automatically. When a payment is delinquent by one week, the space will no longer be held for the student. It is required to notify in written form, any changes that will occur in attendance, and must be approved by administration two weeks in advance. If you travel or depart from the program for 30 days and want to return, you will be responsible for half of the tuition while gone. When a child is transitioned into the next class, the tuition for that class will go into effect on the child's first day of his/her new class. Kids 'R' Kids West Cary reserves the right to change tuition and/ or program fees due to unforeseen increases in expenses.
- **Return payments:** If your payment is returned for any reason, a \$ 25.00 fee will be charged to your account. This will be due in addition to the late charges prior to the beginning of the next week's class.
- **Late pick up:** Parents who pick up their children after 6:30pm will be charged a late fee of \$ \$10.00 for the first 5 minutes, and \$5 for every minute thereafter. This fee is due in cash immediately.
- **Withdrawal:** No portion of your tuition will be refunded or cancelled in the event of absence, withdrawal or dismissal from our school. Should it become necessary to withdraw your child for any reason a two week notice is required. We reserve the right to dismiss any student, should it be deemed necessary, at the sole discretion of the school Principal and Owner.
- **Vacations:** Children who attend our full time program who have attended consistently for one year are eligible for one week free tuition. You must request this in writing to the appropriate administrator, it is not automatically given.
- **Holidays:** Kids 'R' Kids sends out the annual calendar which has the dates we are closed for Holidays. If a Holiday falls on a Saturday we will be closed the Friday before. If a Holiday falls on a Sunday, we will be closed Monday. If your child attends part time and there is a Holiday on the day they typically attend, unfortunately they cannot make up the day. Tuition is still due during Holidays (please see annual calendar).
- **Teacher work days:** Our annual calendar indicates which days we are closed for teacher work days. Tuition is still due. Please ask an administrator for more details if necessary.
- **Closings:** If Kids 'R' Kids must close due to additional unexpected circumstances such as weather, full payment of tuition is still due. Kids 'R' Kids reserves the right to close any additional days as needed and full payment is due. All closings are listed on wral.com under school closings, and also emailed.

Parent/ Guardian Signature: _____ Date: _____

