

Kids 'R' Kids Enrollment Policy



Please initial in blank after reading each policy statement.

Registration, Supply, and Extra-Curricular Activity Fees:

- ___1. A registration fee of \$100.00 per child (\$150 per family) is charged at enrollment and is non-refundable.
- ___2. An annual registration fee of \$100.00 (\$150 per family) will be charged to your account each year during re-enrollment. This is non-refundable.
- ___3. A supply fee of \$35.00 is charged at enrollment and is non-refundable. This fee is charged quarterly in August, November, February, & May.
- ___4. There may be a charge from time to time for field trips and in-school activities.

Tuition:

- ___1. Tuition is due on Monday for the current week and is NOT refundable. If your child attends one to five days, full tuition is due.
- ___2. A late fee of \$20.00 will be charged to your account if tuition is not paid by 6:30pm on Wednesday for weekly parents and by the third business day for monthly parents. If your account isn't current by Friday, you will not be able to drop your off for care.
- ___3. A \$25 charge will be added for each school holiday that your child is in attendance and \$12.50 charge for half days. (Afterschool children)
- ___4. Discounts will be given to full time enrollments ONLY. One discount per family. (Sibling10%) This does not include subsidy clients.
- ___5. Full tuition is due regardless of school holidays, staff development or absences due to your child's illness. These days are already calculated into our pricing.

Late Pickup Fees:

- ___1. The center is open from 6:30 a.m. to 6:30 p.m. If for any reason your child is left at the center beyond closing time you agree to pay a late fee of \$10.00 for the first 10 minutes, and \$10.00 for every 10 minutes after. If the child is left after 7:00 p.m. and no word is received from the parents or an emergency contact cannot be reached, local authorities will be contacted.

Holidays:

- ___1. Full tuition is due for weeks containing holidays and staff development days.
- ___2. The following holidays are observed by Kids R Kids, center closed:

New Year's Eve	New Year's Day
Memorial Day	Staff Development – Presidents Day
Independence Day	Staff Development – Veteran's Day
Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve
Christmas Day	Good Friday
August Teacher Prep Day (TBA)	Day after Christmas
Pre-K Graduation Day (Pre-K only)	

- ___3. If a holiday falls on Saturday, Kids R Kids will be closed the prior Friday.
- ___4. If a holiday falls on Sunday, Kids R Kids will be closed the following Monday.

Vacations:

- ___1. Infant through Pre-K students, will be eligible for 5 vacation weeks per year at 50% of tuition rate PER family, for full-time enrollment. Child must be absent for 5 consecutive days (Monday-Friday). Upon utilizing these vacation weeks, it may not be used again for at least 12 months covering your enrollment year. These weeks will not roll over.
- ___2. Vacation time must be requesting by completing a vacation form at the front desk two weeks in advance.
- ___3. Vacation time will only be approved and posted to your account if your account is current.

Leaving Kids R Kids

- ___1. Kids 'R' Kids requires two weeks' notice when dis-enrolling from our center.

___2. All unpaid tuition and returned checks will be submitted to a collection agency if unpaid after leaving school.

Rate Increases/Decreases:

___1. Kids R Kids reserves the right to increase/decrease all tuition and fee rates.

___2. Kids R Kids will give written notice in advance of any changes in tuition, rates, or to this policy.

- Children **MUST** be electronically signed in and signed out at the front desk each day.
- Please provide a copy of your child's Immunization record upon enrollment.
- Although we request cooperation in not disrupting our program, parents and guardians are permitted access to their child's classroom at any time their child is present.
- Please send your child in play friendly clothing and shoes (send two sets of spare clothing for children who are toilet training). For your child's safety, flip-flops and open toed shoes are not allowed.
- The school is not responsible for lost or misplaced items. Label your children's clothes, especially coats, sweaters, hats and gloves with his/her first and last name.
- Candy, bubble gum, suckers or chewing gum is not allowed at school.
- Children who have a temperature in excess of 100.4° may NOT remain at the school; this is true even if Tylenol/Motrin temporarily reduces the fever. Children who have a second diarrhea incident in one day or who vomit must go home for twenty-four hours. Children exhibiting the above symptoms may not return for twenty-four hours unless the school is provided with a doctor's note stating they are not contagious.
- Medication will only be given from original container with prescription label and if it is to be given more than twice a day. **No over the counter medications will be given without a doctor's note.**
- Meals are served according to USDA guidelines. If your child has an allergy or religious beliefs that may alter their menu, parents must notify school prior to enrollment.
- Bottle-fed children must bring prepared formula or breast milk in bottles with child's first and last name and date marked clearly on each bottle.
- If you plan to talk with your child's teacher or have a prolonged drop off/pick up, please park in the parking area. Please do not leave your car in the "kiss and go" area to block other parents or the school bus.

IF YOUR CHILD DOES NOT ADJUST TO OUR PROGRAM, WE RESERVE THE RIGHT TO WITHDRAW HIM/HER FROM OUR PROGRAM AT ANY TIME.

I have read and agree to follow all policies. I understand it is my responsibility to pay my tuition on time.

Parent/Guardian Signature _____

Date _____