

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 \$150.00 per child (\$200 per family) is charged at enrollment and is nonrefundable.
- ___2. An annual re-enrollment fee of \$75.00 per child will be charged to your account each year during re-enrollment. This is non-refundable.
- ___3. A supply fee of \$40.00/\$70.00(family) 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. (Will be listed on permission slip)

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. ACH or Credit Card MUST be kept on file for all accounts. Tuition is due on Monday of every week and posted late as of Wednesday by 6:00pm at which point your ACH/CC on file will automatically be processed with a \$15 late fee. Monthly payers are late as of the 3rd of each month. All accounts need to be current on Friday to be able to drop for care on Monday.
 - ___3. An extra charge will be added for each school holiday that your child is in attendance and charge for half days. (Afterschool children)
 - ___4. Discounts will be given to full time enrollments ONLY. One discount per family. (Sibling 10%) This does not include subsidy clients.
 - ___5. Tuition is due 52 weeks of the year, regardless of school holidays, inclement weather, staff development or absences due to your child's illness. These days are already calculated into our pricing.
 - ___6. **Summer Hold Fees: infants through PreK – 50% rate to hold the spot for Fall School year start. Fees will be due the 1st of June and July. (August will be proated)**
- **If you disenroll for the summer your child will be placed on the waitlist for the Fall.**

Late Pickup Fees:

- ___1. The center is open from 6:30 a.m. to 6:00 p.m. If for any reason your child is left at the center beyond closing time you agree to pay a late fee of \$3.00 per minute. If the child is left after 6:30 p.m. and no word is received from the parents or an emergency contact cannot be reached, local authorities will be contacted. You MUST have at least one emergency contact on file.

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:
- ** Any Changes will be sent out with proper notice. **

MLK

Memorial Day
Independence Day

Labor Day

Day after Thanksgiving

Christmas Day-New Year's Day

August Teacher Prep Day (TBA)

Pre-K Graduation Day (Pre-K only)

Staff Development – Presidents Day
Staff Development – Veteran's Day

Thanksgiving Day

Christmas Eve (Close at 1230pm)

Good Friday

Day after Christmas

- ___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 School-age, 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. Vacation weeks may not be used during partial weeks, including holidays.

___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 out through ProCare each day by parents.
- Parents **MUST** provide a copy of your child's Immunization and health statement record upon enrollment. Waivers are excepted.
- 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 more than 100.4° may NOT remain at the school; this is true even if Tylenol/Motrin temporarily reduces the fever. (We will not give fever reducing meds.) 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. Please see handbook for detailed illness policy.
- Can your child swim? Yes _____ No _____
- We do not have a pool, but we do have a splash pad that we use during the Summer.
- 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. Must be in the original container and box. We will not give Tylenol or Motrin.**
- 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. Teachers will not be allowed to mix bottles. Formula has a 1 hour sit time and breast milk has 4 hours sit time. Breast milk can be store for up to 6 months in our freezer.
- If you plan to talk with your child's teacher, please sign up for a parent teacher conference or a timed call. Please do not use drop off and pick up for extended conversations as supervision is our number one priority. "Kiss and Go" drive up are for quick in and out parking.

All children with a diagnosed "special" need or modifications needed, will now be required to have documentation on file with the school. Ex. (speech therapy, OT, physical therapy, developmentally delays) , The teaching staff will also add any needed modifications to the weekly lesson plans.

All PreK and School aged will now be required to use a booster seat, as a requirement of the Dept. of Transportation. A car seat is required if they are under 40 lbs and or under 36 inches.

IF YOUR CHILD DOES NOT ADJUST TO OUR PROGRAM FOR ANY REASON, 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 to keep enrollment current.

Parent/Guardian Signature:

Child's Name:

Date:

Enrollment Policy for KRK North Austin