



Before/After School Enrollment Agreement

Child's Name

Enrollment Date

Elementary School

The following information will be guaranteed for my child to attend the Kids R Kids Before/After School care. I agree to be responsible for tuition payments even if I decide to not bring my child that week. **Please initial the box in regards to the days you will be needing care for your child.**

School Age Rates (Kindergarten - 12 Years Old)

Program	Full-Time (M-F)	Part-Time (M/W/F)	Part-Time (T/Th)
Before School Only*	\$60 <input style="width: 50px; height: 20px;" type="text"/>	\$40 <input style="width: 50px; height: 20px;" type="text"/>	\$30 <input style="width: 50px; height: 20px;" type="text"/>
After School Only*	\$100 <input style="width: 50px; height: 20px;" type="text"/>	\$90 <input style="width: 50px; height: 20px;" type="text"/>	\$80 <input style="width: 50px; height: 20px;" type="text"/>
Before & After School*	\$120 <input style="width: 50px; height: 20px;" type="text"/>	\$100 <input style="width: 50px; height: 20px;" type="text"/>	\$90 <input style="width: 50px; height: 20px;" type="text"/>

Additional Fees

Drop in Fee: Before: **\$20/day** After: **\$20/day** Before & After: **\$20**
Winter/Spring Break Camp: **\$30/day additional** not to exceed \$260/week per child
School Holidays: **\$30/day additional** (applies only to Before School care)
Annual August Registration Fee: **\$150/child or \$250/family**

Part-Time families: All children in the school age program are considered part time. In order to receive vacation credits all part time students must be enrolled for at least 12 consecutive months. After one year of continual enrollment part time students will receive 1 full week credit. Vacation credit may not be used one day at a time, and credit will only be given for a full week of absence. Vacation credit is only extended to those times when a child is not in attendance. Vacation credit does not carry over from year to year. Vacation time can only be credited to accounts that are current and paid in full. If you plan on taking a vacation, please fill out forms at the front desk.

Parent/Guardian Signature

Date

Before/After School Enrollment Application

Child's Last Name **Child's First Name** **Enrollment Date**

Child's Home Address

City **State** **Zip Code**

Gender M F **Date of Birth** **Child's Home Phone Number**

Emergency Contact: If parents/guardians cannot be reached, give the name, address and phone number of who to call:
 Relationship

Child's Legal Guardian Both Parents Mother Father Other _____

Child's Living Arrangements Both Parents Mother Father Other _____

Parent Information

1st Parent's Last Name **First Name** **2nd Parent's Last Name** **First Name**

Address **Address**

Home Phone **Cell Phone** **Home Phone** **Cell Phone**

Work Phone **Place of Employment** **Work Phone** **Place of Employment**

Address of Employment **Address of Employment**

Normal Work Hours/Days **Normal Work Hours/Days**

Email **Email**

Water Activities

I give do not give permission for my child to participate in (check all that apply):
 Splash Pad Water Table

Siblings

Last Name	First Name	School/Classroom
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	School/Classroom
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	School/Classroom
<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Information

Name of School	Which program(s) are you registering for?
<input type="text"/>	<input type="checkbox"/> Before <input type="checkbox"/> After <input type="checkbox"/> Both <input type="checkbox"/> Neither
Address	Phone Number
<input type="text"/>	<input type="text"/>

Individual Needs

Please explain if there are certain situations that may cause your child difficulty. How can we best work with you and/or your child's teacher to help your child in these situations? Does your child have any limitations or require any special provisions or accommodations?

Health Information

List any medical issues that your child may have, such as allergies, existing illnesses, previous serious illnesses, injuries and hospitalizations during the past 12 months, any medications prescribed for long-term continuous use, and any other information which caregiver's should be aware of:

My child's immunization record is on file at the school and all required immunizations and/or tuberculosis test are current. Vision and Hearing screening records are also on file.

Parent/Guardian Signature	Date
<input type="text"/>	<input type="text"/>

Room Assignment, Rates/Fees, & Additional Information

_____ A non-refundable registration fee of \$150 per child (\$250 per family) is required upon enrollment.

_____ Another registration fee will be due if the child is withdrawn and then re-enrolls.

_____ Tuition is due by the end of the business day Tuesday for the week. Tuition not paid by Tuesday close of business will incur a \$15 late fee. An additional \$5 per day fee is added for each late day of payment. Payments not made by close of business the following Friday will result in denied care until the account is paid in full.

_____ There are no deductions for holidays or partial week attendance. Students receive one week of vacation weeks per school year.

_____ A \$30 fee will be charged for all returned checks.

_____ You must notify us each time your child does not need transportation to or from school by 2:00pm on the day services would normally be provided. If we are not notified that your child does not need transportation from school to Kids 'R' Kids in the afternoon before the bus leaves our facility, a \$10 fee will be charged.

_____ I agree to pay the current weekly tuition rate throughout my child's enrollment.

_____ I agree to keep the center informed as to changes in telephone numbers, addresses, and changes to health conditions of the child.

_____ To ensure that my child is able to participate in all activities and events, I will make sure that my child has closed toed shoes.

_____ I agree to label all items brought into the center and understand any item brought into the center not labeled will be labeled by the child's teacher. Labeling needs to consist of first and last name.

Parent/Guardian Signature

Date

Health & Emergency Permission

Child's Full Name

Date of Birth

Street Address

City

State

Zip Code

Parent/Guardian Name

Phone 1

Work Phone

Parent/Guardian Name

Phone 1

Work Phone

Doctor's Name

Phone

Dentist's Name

Phone

Health Insurance Provider

Phone

Does your child have physical problems, mental health disorders or developmental disabilities affecting participation in school activities? (Specify)

Y N

Does your child have allergies, food restrictions, or food preferences? (food, medications, insects, etc.)

Y N

Are there any special procedures required in caring for your child?

Y N

Emergency Contacts & Additional Pick-Up Contacts (if guardian cannot be reached)

Name

Address

Phone

Relationship

Pickup?

Y N

Name

Address

Phone

Relationship

Pickup?

Y N

Kids 'R' Kids of Round Rock emergency medical procedure:

- 1 Call emergency medical team, if necessary.
- 2 Call parent/guardian.
- 3 Call alternate emergency contact, if necessary.
- 4 Emergency medical team transports child to hospital, if necessary.
- 5 Kids 'R' Kids representative will accompany child to hospital.

Hospital Center Uses

I, _____ give permission for Kids 'R' Kids of Round Rock to seek medical attention and/or transport my child, _____ in the event of an emergency if I cannot be reached. I further agree to hold harmless and release Kids 'R' Kids of Round Rock and Kids 'R' Kids International, Inc., from all liability. I further agree to keep the facility informed of any changes in the information stated above.

Parent/Guardian Signature

Date

Transportation Agreement & Rules

I, _____, allow Kids 'R' Kids of Round Rock to transport my child, _____ for the following reasons:

- To school**

Name of School <input type="text"/>	Begins at <input type="text" value="am"/>
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- From school**

Name of School <input type="text"/>	Ends at <input type="text" value="pm"/>
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- Field trips** Individual permission forms will also be signed for each trip

- Emergencies**

School Age Children Only

- Yes, I received a copy of the rules that my child is expected to follow while being transported. I will review these rules with my child.

TRANSPORTATION GUIDELINES/RULES

The school bus rules and policies were created to ensure the safety of our students. Inappropriate behavior by students on the school bus can cause the driver to divert his/her attention away from the road, compromising the safety of all passengers and to surrounding traffic. Because of this, bus drivers are required to report student discipline issues to the Director. Repeated violations of the rules may include the following disciplinary actions:

- Counsel/re-instruct the student
- Move the student to another seat
- Note to home or call to the parent
- Student suspended from riding the bus
- It is vital that Kids 'R' Kids of Round Rock be notified of any changes in the above scheduled transportation. We will assume that the above schedule will be followed unless we receive different instructions from the parent/guardian. **Notify us as quickly as possible if your child does not need afternoon transportation.** Failure to notify us of changes in the afternoon pickup causes confusion and delays in our schedule while we learn the whereabouts of your child. **Failure to adhere to this policy may result in a \$5 charge to your account.**
- In the event that the designated location is unable to receive children, they will be returned to Kids 'R' Kids of Round Rock.

- Children will not be left unattended in any vehicle used for transportation.
- Children will wear seat belts.
- Your child must be at the center **no later than 7:15am to be transported to school in the mornings. If your child needs breakfast, he/she needs to be at the center by 7:00am.**
- Follow the driver's instruction.
- Remain seated, facing forward at all times.
- Keep the aisle clear – books and bags are tripping hazards and can block the way in an emergency.
- Keep all body parts and other objects inside the bus.
- Talk quietly and use respectful language, be courteous.
- Do not throw anything inside or from the bus.
- Do not eat or drink on the bus, to include gum and candy.
- Wait for the bus to stop completely before undoing the seatbelt and getting up from your seat.
- Do not mark upon, deface or cut the bus seats or otherwise cause damage to the bus. Parents are held responsible for damages incurred by their child.
- Feet must remain on the floor at all times.

Parent/Guardian Signature

Date

Child's Signature (if applicable)

Date

Parent Financial Agreement

Please familiarize yourself with Kids 'R' Kids policies and procedures outlined in our Family Handbook and this Parent Financial Agreement. Please take time to read these policies and discuss with the center director any questions you may have. A parent initial is required next to each policy as an acknowledgement that you have been informed of these policies and that you agree to comply with Kids 'R' Kids policies, procedures, and terms, including the disciplinary procedures outlined in the Family Handbook.

TUITION POLICIES

_____ All tuition is billed on Friday for the upcoming week. All tuition fees are published and there are no special arrangements for tuition fees. Center Directors do not have the authority to discount published tuition fees. Tuition is due on Monday for the week of or the first day of attendance. All tuition is payable in advance.

_____ Tuition is considered late if not paid by Tuesday at 6:00PM. All accounts will be assessed an automatic late fee of \$15.00 and \$10.00 a day thereafter until balance is paid in full. Failure to pay on time is considered serious. Families whose account is in two weeks in arrears will be asked to dis-enroll their child until payment is made in full. There is no guarantee of reserving a space for your child if account is past due. Any cost associated with collection of past due amounts will be paid by the customer.

_____ During Fall, Winter, and Spring Break, you will still be responsible for your normal weekly tuition payment. If you choose to participate in our offered camps, there will be an additional daily fee.

_____ Registration for the academic school year and Summer Camp are separate, and their registration fees will be applied at time of each registration.

_____ No tuition credit will be given for days absent due to weather, illness, holidays, or vacation. Children attending part time may not switch days to make up for days absent or closed for Holidays.

_____ A 5% multi-child discount applies to the fee charged for the oldest child if two children are enrolled from a family. When three or more children are enrolled, a 10% discount is offered to the oldest child. The multi-child discount does not apply to all part time programs or other discounts.

_____ A TWO- WEEK WRITTEN NOTICE is required for all withdrawals: notice must be given in writing to a member of management. Informing teaching staff is not considered adequate notice.

_____ See Kids 'R' Kids Academic School Calendar for holidays and school closures. Normal tuition will be charged for the week the holiday occurs. If the holiday falls on a Saturday, we will be closed the Friday before. If the holiday falls on a Sunday, we will be closed the following Monday. Children attending part time may not switch a scheduled attendance day because of holiday closures. These holidays are subject to change. See the Kids R Kids academic calendar for closures.

_____ Cash is not accepted. Only manual or electronic checks, money orders, ACH, and credit cards paid through our website.

_____ Before school students will be charged an additional fee for school holidays and early release days if they are in attendance.

_____ You must notify us each time your child does not need transportation to or from school by 2:00pm on the day services would normally be provided. If we are not notified that your child does not need transportation from school to Kids 'R' Kids in the afternoon before the bus leaves our facility, a \$10 fee will be charged.

VACATION POLICIES

_____ One week vacation will be granted to all school-age students. This time must be used during the academic school year, and will not be eligible to use during Summer Camp.

_____ There are no vacations granted for Summer Camp students. You will be responsible for payment for the weeks you register for, whether your child attends or not.

GENERAL POLICIES

_____ We close at 6:00 PM and we ask that parents be respectful of that closing time. We ask that if a parent is going to be late, they call the center to inform the office staff. All late pickup fees will be charged automatically to families who arrive after 6:00 PM. The child may be dis-enrolled if tardiness is a continual problem. If we are unable to reach a parent or guardian after 30 minutes, we must call CPS.

_____ There is a \$30.00 return fee that will be charged for any check or ACH returned by the bank. All the fees associated with collection will be the responsibility of the parent. The amount of the returned check or ACH and check/ACH fee will be added to the parent account. At any time, the center may refuse payment by check and require a cashier's check.

_____ Parents and authorized persons must escort their child in and out of the center and deliver the child to the proper classroom.

_____ All parents will be required to sign written permission forms for all field trips sponsored by Kids 'R' Kids. No child will be allowed to participate in field trips without a signed permission form.

_____ Children attending before school program must be dropped off no later than 7:15 AM. After this time, they will miss the bus runs and not be bused or taken to their school.

_____ Parents will need to pick up your child(ren) within 2 hours of being notified of a sickness or as detailed by the state licensing department.

_____ Policy changes are required from time to time. Minor changes will be emailed in our weekly newsletter.

_____ Current employees are prohibited from babysitting, tutoring, and transporting enrolled students, who are not their own, to and from the center. These actions can result in the employee being terminated.

Financial Agreement

Child(ren) name(s) _____ will be attending Kids 'R' Kids.

Child(ren)'s Birthday(s)

Age(s)

Monday Tuesday Wednesday Thursday Friday

Normal Hours of Attendance

Current Tuition Rate*

Full Day Part Time

I acknowledge that I have been advised of the policies of Kids 'R' Kids and have initialed each policy. By doing so I agree to follow Kids 'R' Kids policies. I agree to the weekly tuition rate.

*The tuition may change based on the age of the child. Additionally, KRK may have a tuition increase as defined in the Parent Handbook.

Parent/Guardian Signature

Date