
SCHOOL POLICIES AND PROCEDURES

▶▶▶CHILDREN SERVED:

Kids 'R' Kids Schools of Quality Learning are open to children ages 6 weeks to 12 years old without discrimination on the basis of political affiliation, religion, race, color, sex, mental or physical disabilities.

▶▶▶SCHEDULE:

Hours of Operation are Monday through Friday from 6:30am to 6:30pm. Kids 'R' Kids Schools of Quality Learning are open to you, the parent, any time your child is present in the school. For the safety of all children, we do request that you make your presence known to the person in charge, and cooperate in not disrupting the Center's program.

Kids 'R' Kids operates 12 months a year except for the following holidays which are observed even if the holiday falls on a weekend: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day plus the Friday after Thanksgiving, Christmas Eve (1/2 day), and Christmas.

Kids 'R' Kids Centers are licensed for specific hours of operation, early arrival and late pick-up cannot be allowed. If children are left at the Center after closing time and no word is received from the parent(s), or an emergency contact cannot be reached, authorities will be contacted as required by law. After 6:30 p.m. there is a late pick-up fee of \$15 and an additional \$5 for every 5 minutes thereafter.

▶▶▶NUTRITION:

Breakfast, lunch, morning and afternoon snacks are provided by our onsite nutritionist/cook. Our menus change from time-to-time and can be obtained at the center or via the center's website. Please notify us regarding special diets and allergies.

For bottle-fed children, parents must provide prepared formula, placed in bottles. Kids 'R' Kids provides baby food. All infant items should be marked with the child's first and last name.

▶▶▶TUITION AND PAYMENT POLICIES:

Our published weekly tuition rates are based on annual rates to be paid over 52 weeks, and can be paid in advance on monthly or annual terms (not discountable). Because your tuition is based on an annual rate, you must pay whether your child attends or not with the following exceptions:

- If your child is present zero days within a calendar week (Mon – Fri), as a courtesy to our parents, we allow payment of half the weekly tuition rate for that week only (this discount is subject to a one [1] per calendar year limit and cannot be taken as part of notice period if dis-enrolling).
- After one full year of enrollment, you are allowed one free week ("vacation") per calendar year where the child does not attend to be taken in five consecutive days, Mon. – Fri. Account must be current.

Dis-enrollment: You may dis-enroll your child at any time with the limitation of a paid two (2) calendar week notice in writing so that we arrange another child to take your spot for the remainder of the year. You will be liable for two weeks (Mon – Fri) payment from the time you provide the written notice to Kids R Kids. Vacation week cannot be taken as part of notice period if dis-enrolling.

Late Fees: If balance is not paid by Tuesday a \$10 late fee will be charged. If not paid by Thursday then an additional \$10 late fee will be added.

Non-Payment: After one week of non-payment, child will not be allowed to return until account paid in full (including late fees). After two weeks of non-payment, child is dis-enrolled & account is turned over for collection.

NSF Checks: If your check is returned for any reason a \$30 NSF fee will be charged. Late fees will also be charged back to original tuition due date. Multiple NSF checks will result in account being converted to cash only.

▶▶▶OTHER POLICIES AND PARENT RESPONSIBILITIES:

All enrollment forms & your child's immunization record must be provided by the parent or child cannot begin our program.

Please label all clothing with your child's name and leave two changes of clothes at center at all times.

Please do not allow your child to bring candy, gum, or toys to school unless specifically requested by the teacher.

If your child does not adjust to our program, we reserve the right to promote, demote, or withdraw the child at any time.

We do not allow children with communicable diseases, diarrhea or temperature above 100.5 degrees in the center (state law). A doctor note may be required to return.