



**Our Preschool program is in session from June 30<sup>th</sup> – June 26<sup>th</sup>.  
This handbook is an addition to the Center Handbook**

### **Arrival Times**

Children should arrive promptly at scheduled time, i.e. 8:00 AM (MORNING SESSION) and 1:00 PM (AFTERNOON SESSION)

### **Late Drop-off/Late Pick-ups**

Any child being dropped off 15 minutes after session has started will not be allowed to attend preschool session for that day. Children should be picked up at the end of pre-school session, i.e. 11:30 PM (MORNING SESSION) and 4:30 PM (AFTERNOON SESSION). Excessive late pick-ups will or may result in termination from program.

### **Absences**

It is very important that children are brought to school daily. Children who are excessively absent will be dropped from the program.

### **Extended Childcare**

Extended childcare is available at an additional charge of \$50.00 per week. Children enrolled in extended program will be enrolled into the morning preschool session.

### **Meals**

Children attending morning session will receive breakfast. Children attending afternoon session will receive snack. There is no additional charge for these meals.

### **Tuition**

See center handbook.

### **Registration Forms**

All forms must also be completed prior to enrollment.

### **Parent Conferences/Assessments**

Parent conferences/assessments will be done twice a year. October/November and again in April/May.

### **Homework Program**

Homework is sent home once a month. Packets are only sent out to children who return the prior month's homework packet.

### **Sick Policy**

Children with chicken pox, measles, severe congestion, fever, or severe colds will not be allowed to attend childcare that day. Children with fever should be kept home for 24 hours after antibiotics have been given for the first time.

**Dismissal Policies**

Our dismissal policy is as follows:

- You will receive a warning.
- You will receive a written warning.
- You will have a conference with the director/ teacher/ parent.
- 1-day suspension.
- 3-day suspension.
- Termination.

**Preschool Schedule**

**(A.M. SESSION) 8:00-11:30**

- 8:00 – 8:25 Breakfast
- 8:25 – 8:40 Clean-up/Bathroom
- 8:40- 8:50 Circle Time
- 8:50 – 9:05 Small Group
- 9:05- 9:55 Indoor Activities
- 9:55 – 10:05 Bathroom/Clean up
- 10:05 – 10:50 Outdoor Activities
- 10:50 - 11:20 Indoor Activities
- 11:20 – 11:30 Storytime

**(P.M. SESSION) 1:00-4:30**

- 1:00 – 1:10 Circlertime
- 1:10 – 2:00 Indoor Activities
- 2:00 – 2:15 Clean up, Bathroom
- 2:15 – 3:00 Outdoor Activities
- 3:00 – 3:15 Small Group
- 3:15 - 3:45 Indoor Activities
- 3:45 – 4:00 Clean up/ Handwashing
- 4:00 – 4:20 Snack
- 4:20 – 4:30 Storytime

---

I have received, read, understand, and will comply with all that is written in this handbook, I am aware that the center has the right at anytime to change this handbook, with or without notice. I am aware that the center reserves the right at anytime to terminate this contract to ensure the safety of their employees and/or other children at the center.

If married, I have discussed these policies with my spouse and they are fully aware of all polices associated with Kidz R Us Community Child Care Center Inc.

I/We the parent’s of \_\_\_\_\_ have received, read, understand, and will comply with all policies associated with Kidz ‘R’ Us Community Child Care Center Inc.

\_\_\_\_\_AM Session

\_\_\_\_\_PM Session

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Director’s Signature \_\_\_\_\_ Date \_\_\_\_\_