



I am very pleased that you are inquiring about Kidz “R” Us Community Child Care Center. Our program is based on the philosophy that children can learn the skills necessary to succeed in school and life. And that each child learns at his own rate, and that success in learning will develop the child’s self-image. Our goal is to service the community in every way possible. Several times through out the year we will be conducting many workshops. All parents are invited to attend. We look forward to serving you.

Rights of Licensing Agency

Any authorized officer, employee, or agent of the department of Community Care Licensing may enter and inspect the center and services at any time, with or without advance notice.

Days and Hours of Operations

The center will be open Monday-Friday 6:00 a.m. to 5:30 p.m.

Contracted Days/Hours

Hours will be specified on your admission agreement; any extra days or hours will be at an additional charge.

Registration

All registration forms must be completely filled out and returned before the child’s first day at the center. Please make sure that all information is correct and stays updated.

Payment Programs

All payment programs accepted. Once payment assistance has been terminated you are responsible for all payments thereafter.

Returned Checks

There will be a \$25.00 fee for any returned checks. After two returned checks, your check writing privileges will be suspended.

Tuition

Tuition varies depending on your childcare needs. (See Rate Sheet) Your tuition will include, your hours of care (premium or regular), meals and transportation. Tuition does not include field trips. Tuition may be paid by cash, check, or money order. Tuition is to be received on Friday for the following week, if tuition is not in tuition box by noon on Friday a \$10.00 late charge will be assessed. If at any time your rate shall increase you will be given a 30-day notice prior to increase.

Tuition Drop-Box

The tuition drop-box is located next to the Sign-In/Out Book. Tuition, suggestions, and prayer request can be dropped in this mailbox. If tuition is not in box by noon on Friday, late charges will be assessed.

Refunds

Full tuition will be charged on a weekly basis. Days parents choose to keep children home are to be paid in full, with no exceptions. There will be no refunds for absences due to illness, vacation, or holidays.

Receipts & Tax Information

W-10 forms will be given out by January 31. Tuition statement are given out upon request. Please give three day advance notice.

Notice of Termination

A notice of termination should be given two weeks prior to child leaving. If no notice is given you will be responsible for full two weeks tuition; based on your tuition rate.

No Call/No Show

If children do not attend for five consecutive days, they will be dropped from the center roster. You must then reenroll child into the program, fill out all necessary enrollment forms, and pay all applicable fees.

Late Pick-up Charges

Late fee is a \$1.00 per minute, and must be paid the following day and/or before child can return to school. Payment programs do not cover late charges.

Sign-in/Sign-out Procedure

Children should be signed-in and out daily by an adult (Ask for waiver for persons picking up your children who are under the age of 18 years old). If your child is not signed-in you will be called to return to the center to sign them in.

Breakfast

Breakfast will be served at 8:00 a.m. Your child needs to arrive by the scheduled mealtime in order to be served breakfast. Your child will receive a nutritious breakfast everyday.

Lunch

Lunch is served at 11:00 a.m. Your child needs to arrive by the scheduled mealtime in order to receive lunch. Your child will receive a hot nutritious lunch everyday.

Snack

Snack is served at 3:30 p.m.

What to bring

We ask that your child have at least one change of clothing at school. Your child should bring an appropriate size blanket for naptime. Make sure your child's name is written on all items.

What not to bring

We ask that you not bring toys, or candy to school. We also ask that you not bring any food unless your child is on a special diet. Any of these items brought to school will be taken away.

Discipline

Redirection is the primary tool used for the promotion of acceptable behaviors. If an extreme case of inappropriate behavior occur in which a child endangers him/herself, others, or property, the child will be removed from the group until he/she can return to the group in a controlled manner. **NO CORPORAL PUNISHMENT OF ANY KIND WILL BE USED** as this is a violation of personal rights.

Grounds for immediate dismissal:

Willful bodily harm of another in which medical attention is required

Destruction of Property

Parents are responsible for any and all cost of willful destruction of center property.

Dismissal Policies

Repeated inappropriate behavior, and/or excessive late pick-ups may result in dismissal. Please keep me informed of any changes in the household or family that may affect your child's behavior.

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.

Field Trips

We will follow all safety requirements when going on field trips. All parents are encouraged to attend field trips.

Guidelines for Releasing a Child

The center will only release children to whom parent has authorized on enrollment forms. If you need to add or delete someone please inform center as soon as possible. If there is a custody issue between parents, then their needs to be a copy of the court order in your child's file in order for the center to enforce it.

Phone calls & Visits

Parents are welcome to visit or phone at anytime during Center hours.

Complaints

Complaints can be directed at any staff person; you can be assured that complaints will be handled in an appropriate and timely manner. You are always welcomed to leave a message on Administrator's private voice mail or drop it in the tuition box.

Sick Policy

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

Immunization

All children must be up to date on required immunizations. A copy of your child's immunization records must be provided at enrollment.

Medication

We are not able to get out medication whether it be prescription or not.

Medical Emergency

In case of an emergency your child will be taken to:
Lakewood Regional Medical Center

Parent Information Board

On the parent information board you will find all necessary information for the activities going on for the month, the monthly menu, licensing information, and any other information that you need to know. Make you sure you read it everyday.

Holidays & Vacations

The center is closed all major holidays. The center is also closed for Winter Vacation and Spring Break. Tuition is still due for all holidays and vacations.

Modification & Amendments

The center reserves the right to modify and/or amend this contract at any time.

We reserve the right at any time to terminate this contract with or without written notice, to ensure the safety of our employees and/or other children at the center.

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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.

Parent's Signature _____ Date _____

Administrator's Signature _____ Date _____