

K-Prep Learning Center Childcare Policies

Operation/Enrollment/Dismissal

- K-Prep will be open Monday through Friday from 7AM-6PM. Individual childcare hours will be written on the childcare agreement. Parents are asked to follow their scheduled times.
- Upon acceptance of the childcare application, children will begin a 90 day temporary enrollment period. After the 90 day period, the director and parents may meet to discuss if the child shall be placed on permanent enrollment.
- A child may be dismissed from childcare for any reason during the 90 day temporary enrollment and/or at any time for failure to abide by childcare agreement, failure to submit forms as needed, missed/late tuition payments, unacceptable/unsafe behavior, etc. at director's discretion.
- All parents receive an enrollment packet, which includes K-Prep's mission and goals, as well as detailed information about our philosophy, policies and expectations. By enrolling your child into K-prep's program, you are accepting the expectations of the center and agreeing to the expectations of each family.
- A two-week notice is required before leaving K-Prep. Payment is required during that two-week period regardless of the attendance of your child.
- Any personal items left for more than 30 days after dismissal/withdrawal will become property of K-Prep.

Costs/Program

- ***A child's enrollment space is held when the first week's tuition is paid. This advance payment is non-refundable.***
- Tuition is due in the drop box every Thursday before the week of care being provided and should be labeled with your child's last name. Please do NOT hand tuition payments to any staff. Individual tuition rates will be written on the childcare agreement.
- Any late payment will result in the account being charged a \$10 late fee.
- Payment is required every week regardless of the attendance of your child. (See a director if you plan a leave of absence for 4 or more consecutive weeks)
- A child may be temporarily dismissed if tuition is not paid or is late on multiple occasions.
- A negative tuition account balance for two consecutive weeks may result in temporary/permanent dismissal of child at director's discretion.
- In the event of late pick-up, accounts will be charged \$1 per minute past 6pm.
- K-Prep will provide morning snack, lunch, and afternoon snack each day. A menu is always posted in the classroom.
- Breakfast is NOT included in our program. Please provide breakfast for your child before bringing him/her to school.
- Daily schedules may change according to season. A schedule is always posted in the classroom.
- Transportation is not provided. (Except in the event of an emergency)

Teacher Responsibilities/Parent Responsibilities

- Children will be supervised at all times while receiving care. (STATE LAW 3270.113)
- K-Prep follows the "golden rule" where children are encouraged to treat friends, teachers, and toys as they would like to be treated. Understanding "testing the limits" is normal, our means of discipline include redirection, age-appropriate time-outs, natural and logical consequences, and giving choices whenever possible.
- To encourage happy play we ask that children do not bring in toys from home. Comfort items needed for rest will be stored in cubbies and/or on child's cot until nap time.
- Parents must provide extra clothing, bedding, diapers, wipes, bottles, formula, baby food, and anything else specific to their child. All items shall be labeled with the child's name or initials. Soiled items will be sent home to be cleaned as needed. Bedding will be sent home to be washed every Friday and should be returned the following Monday.
- Teachers are mandated by the state to report ANY suspicions of child abuse.

Child Health/Safety

- Health assessments for each child are required upon enrollment and thereafter according to the recommendations of the American Academy of Pediatrics. (2mo, 4mo, 6mo, 9mo, 12mo, 15mo, 18mo, 2yr, 3yr, 4yr, 5yr) (STATE LAW-3270.131)
- Children may not attend school if they show any signs of a contagious illness. Staff will notify parents when a child is ill. Parents have 1 hour to pick up the ill child. Should parents not arrive within the 1 hour period the child's emergency contact person will be notified. Children must be symptom free or no longer contagious to return to school. Children who are sent home due to illness 2 consecutive days with symptoms of a communicable disease or infection will be unable to attend childcare until notification from a physician or CRNP that the child may return to care. 3270.137
- Medications will only be administered for chronic medical conditions and/or for reasons of disability. All medications must be signed on medication log and must include an updated prescription. (STATE LAW-3270.133)
- Staff must be informed if someone other than the parents will be picking up the child. The new pick-up person's name must be on the emergency contact/child release form and must have photo identification with him/her. (STATE LAW-3270.117)
- A child will be released only to the child's parent or to an individual designated in writing on the emergency contact form. Anyone whom the staff does not recognize will be required to show identification. A child may be released to an individual upon the oral designation of the parent, if the identity of the individual can be verified by a staff person. In such case, the child release will be recorded in the child's record. (SATE LAW 3270.117)
- The front door will be locked at all times. Parents and visitors can ring the doorbell and will be buzzed in by a staff person.

SEE REVERSE updated 8/18

K-Prep Learning Center Child Care Agreement

The following are the terms and conditions that apply to all children in care. Please read each line carefully before signing, making sure that each blank space is filled out in ink. By signing, you agree to the childcare policies and to all of the following terms and conditions. By signing, you also agree that it is your responsibility as the parent to follow the childcare policies listed on the back and the terms and conditions below.

Name of child _____
(last) (first) (middle)

Mother/legal guardian 1 _____
(last) (first) (middle)

Father/legal guardian 2 _____
(last) (first) (middle)

1. Services provided as part of childcare will be school activities, lunch and snacks and semi-annual assessments of each child. (3270.123)
2. Payment for care will be _____ per week of care. (3270.123)
3. Weekly payment will be due on the Thursday prior to the week of care being paid for. (3270.123)
4. Late payments will result in a \$10 late fee.
5. Your child's scheduled hours will be *(Days & Times)* _____. Parents are asked to follow their scheduled times. (3270.123)
6. The parent(s) releases the child for pick-up to those listed on the Emergency contact/consent form. In the event of an emergency, parents will be contacted first, followed by persons listed on emergency contact form. (3270.123)
7. The parent(s) agree to update the emergency contact/consent form information when changes occur or every 6 months at a minimum. (STATE LAW-3270.124)
8. The parent(s) have received complete written program information at the time of enrollment and agree to the expectations of the center and of the family. (STATE LAW-3270.121)
9. The parents have read and agree to the K-Prep Policies.
10. Attendance at K-Prep Learning Center will begin _____. (3270.123)

I agree to all of the above terms and conditions. I agree that all blank spaces have been filled out prior to my signing of this contract. I understand my child may be dismissed from childcare at any time for failure to abide by the above agreement and policies/procedures, failure to submit forms as needed, missed/late tuition payments, unacceptable/unsafe behavior, etc.

Individual Responsible for Payment:

NAME _____ PHONE # _____
 COMPLETE ADDRESS _____
 EMAIL ADDRESS _____ SOCIAL SECURITY # _____
 SIGNATURE _____ DATE _____

****Sign and date every 6 months****

Mother/Legal Guardian 1	Father/Legal Guardian 2	date	Operator
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____