

K-Prep Learning Center Childcare Policies

Operation/Enrollment/Dismissal

- K-Prep will be open Monday through Friday from 6:30 Am – 6:00PM.
- 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. **Initial _____**
- 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 every Thursday before the week of care. **Initial _____**
- 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) **Initial _____**
- 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. **Initial _____**
- 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 / Family 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, 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. **Initial _____**
- Teachers are mandated by the state to report ANY suspicions of child abuse.

Child Health/Safety

- Health assessments and immunizations 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) **Initial _____**
- 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. (STATE LAW 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)
- A child will be released only to the child's parent or to an individual designated in writing on the emergency contact form. A child shall be released to either parent unless a court order on file at the facility states otherwise. Anyone whom the staff does not recognize will be required to show photo 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) **Initial _____**
- The front door will be locked at all times. Families and visitors can ring the doorbell and will be buzzed in by a staff person.

K-Prep Learning Center Child Care Agreement

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

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 _____

Mother/legal guardian 1 _____

Father/legal guardian 2 _____

- Services provided as part of childcare will be school activities, lunch and snacks and semi-annual assessments of each child. (3270.123)
- Weekly payment cost due Thursday prior to the week of care _____ **Initial** _____
- Late payments will result in a \$10 late fee.
- Your child's scheduled days Monday Tuesday Wednesday Thursday Friday **Initial** _____
- The parent/guardian(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)
- The parent/guardian(s) agree to update the emergency contact/consent form information when changes occur or every 6 months at a minimum. (3270.124)
- The parent/guardian(s) have received complete written program information at the time of enrollment and agree to the expectations of the center and of the family. (3270.121)
- The parents have read and agree to the K-Prep Learning Center Policies.
- Attendance at K-Prep Learning Center will begin _____ **Initial** _____

I agree to all 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 – (may be different than parent / guardian)

NAME _____ PHONE # _____

COMPLETE ADDRESS _____

EMAIL ADDRESS _____ SOCIAL SECURITY # _____

SIGNATURE _____ DATE _____

Mother / Legal Guardian 1 Signature and Date

Father / Legal Guarding Signature and Date

Owner / Director Signature and Date

