

**Kids “R” Kids #35 Policies and Procedures**

I understand that I am responsible for an annual registration fee of \$100.00 per child. This fee is to be paid every September 1<sup>st</sup> and is non-refundable.

I agree to pay the total weekly fee of \$\_\_\_\_\_ for \_\_\_\_\_ on Friday for the upcoming week. This weekly fee includes a discount of \$\_\_\_\_\_.

If tuition payment is not made before 10:00 AM on Tuesday, I understand that my account will be charged a \$30.00 late fee.

I understand that any returned check will be charged a \$30.00 NSF fee.

I understand that I am responsible for my weekly tuition stated above regardless weather my child attends for the week or not. After a year and every year after I understand I will be awarded 1 week vacation to use at my discretion within the year.

I understand that Kids R Kids operation hours are 6:00AM – 6:30PM. If I have not picked up my child by 6:30, I will be charged \$10.00 for the 1<sup>st</sup> 15 minutes and then a \$1.00 per minute until 7:00PM, at which point Kids R Kids will then notify the Department of Family and Children Services as well as the police to take custody of your child.

I agree to provide the center with the original container and all necessary information pertaining to any medications, including inhalers and breathing treatments that should be administered to my child. Necessary information includes a prescription number if prescribed by a doctor, time medication is to be given, and a dosage. I also understand that medication forms are only current for 1 week.

I understand that it is responsibility to escort my child into and out of my child’s assigned classroom. I also understand that I must sign my child in and out daily at the front desk.

If my child wears diapers I understand I will provide whatever disposable diapers and wipes necessary for my child.

Transportation is only provided for school age children to and from designated school and planned field trips with parental permission.

If my child becomes ill while at the center, I understand I must make arrangements for my child to be picked up within 45 minutes after receiving notice. I also understand my child will be expected to stay at home for 24 hours symptom free and unmediated before being allowed back into the center.

I understand that it is my responsibility to keep Kids R Kids advised on changes to home and work addresses and phone numbers, cell phone numbers, or emergency contacts.

I agree to abide by all policies and procedures of Kids R Kids as outlined in this agreement. I understand that I will be asked to re-sign a new agreement each time my child’s tuition changes.

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

Owner/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_