

Kiddie Day Care & Preschool

Mission Statement

Kiddie Day Care & Preschool will offer a Christian atmosphere for children to learn the fundamentals of life. Our Staff will become an extended member to the families involved. Our center will be staffed with teachers that can offer the best care for the children and families. All Staff will have training in CPR, First Aid, Child Abuse, and Communicable Diseases.

Goals

1. We will operate the center under the Biblical beliefs... "Train up a child in the way he should go. When he is old, he will not depart from it." Proverbs 22:6.
2. To provide teacher and/or child directed activities.
3. We will offer a style of learning where the child may learn at his/her own speed.
4. We will encourage different activities to best suit the families interest and needs.
5. Our center will operate with trained and educated teachers.
6. We will open our doors to meet the needs of the families; we will have an open door policy for the parents.

Parent Participation Policy

Parent/Teacher communication is important on all levels of care at Kiddie Daycare & Preschool. Each child receives a daily informational sheet each day he/she attends the Center. These are meant to be brief summaries of your child's day. Any concerns may be addressed with the Center Administrator. No concern is too small to be addressed. All family members are welcome to visit our Center for parties, field trips or special occasions. Your contributions to our daily activities are welcomed by the Staff in the form of reading stories to the children, or assisting the classroom teachers with other activities and projects. This is not a requirement for any Parent.

Transitioning Children

All Classes at Kiddie Daycare & Preschool are managed at or below the State mandated ratios. As a child reaches the proper age for the next classroom we gradually introduce the child to that room. The child's Parent will receive a statement to read, sign, and return to the Center's Administrator. The sign agreement will state that the Parent understands their child will spend a portion of their day in the old class and a portion in the new class. Days and Hours will be listed on the transition form. We want everyone involved to be very considerate and extra patient with the child as they make the necessary changes. Once the child appears adjusted, the change will then become a permanent one.

Return Lower Portion to Office

Statement of Acceptance of Policy & Procedures

Please return to the office

I, the undersigned Parent or Guardian of _____ do hereby state that I have read and received a copy of Kiddie Daycare's Policy and Procedures and that the Center's Administrator has discussed the Center's Policies & Procedures with me.

Date of child's enrollment _____

Signature of Parent or Guardian _____ Date _____

KIDDIE DAY CARE AND PRESCHOOL, INC.

TUITION PAYMENT AND RULES

1. Daily, weekly, or biweekly tuition is due each Tuesday by noon or the last day of the week prior to service. When your child is in attendance and tuition is not paid Tuesday of the designated week, by 6:00 PM, then a late fee of \$15.00 will be charged. If tuition is not paid for 5 school days, then your child or children may not be accepted at the KDC Center until the account has been paid in full. In addition, if the account has been determined closed, an interest rate of 1.75% per month shall be added to any outstanding balances.
2. All tuition fees are based on a budget that allows the Center to provide materials, project supplies and other necessities for the Center. If you choose daily, weekly, or biweekly payment schedules based on the number of days your child attends (3,4,5 days per week) you will be responsible for the tuition whether or not your child is in attendance.
3. **Overtime fees:** A \$15.00 fee will be charged for the first 15 minutes with an additional \$5.00 for every 15 minute period thereafter.
4. All fees and tuition schedules are subject to change at the discretion of the Center's owners.
5. **Extended Illness** - If your child is acutely ill or hospitalized for at least five consecutive days, then a credit will go toward your account for the following week. This will ONLY be honored with a Physician's note that states the reason for the absence and when the child is able to return to school.
6. Once an enrollment date has been established and enrollment does not begin, a minimum fee of \$50.00 is required weekly to hold that spot.
7. **NSF** - Checks returned for non-sufficient funds will result in a \$15.00 fee to be charged to your next week's tuition.
8. **Vacation** - Each family is allotted two weeks of unpaid tuition based upon the amount of days you are contracted for.
9. Part time rates are contracted for attendance that is five hours or less. If your child is here more than five hours, the full time rates will be applied.
10. Kiddie Day Care and Preschool, inc. federal tax id number is 34-1605922. This number is available upon request, and is passed out to Parents at the beginning of tax season.