



## General Information And Policies Regarding Kids R Kids #43

- HOURS:** 6:00 AM to 6:30 PM
- OWNERS:** This center is privately owned by Cathy and Lawrence Paulson, on-site daily, and involved in the operation of the center.
- CURRICULUM:** Age appropriate curriculum is provided for every age group, during the school year and summer. Educational programs are designed and administered by a certified director and owners. Our focus is to prepare our kids for primary elementary schools in the Klein School District. We consult the schools regularly to ensure our goals are met.
- Pre-K curriculum starts in 2 to 4 year classes with professional teachers having diverse certifications in pre-school education.
- Our Super Pre-K class is designed for a more structured environment much like the kids will see when they reach kindergarten. The after school program sets aside time for homework and studies, aided by adult supervision.
- SECURITY:** Security is one of the most important goals of our center and that is why the entire center is monitored 24 hours a day by a video surveillance system so that parents will have peace of mind. Each classroom is equipped with a video camera monitored by staff members throughout the day and the classrooms are separated with glass walls so that all activities can be viewed. The entire center can be viewed with four colored monitors located in the front reception area. Watch Me Grow is available for your PC and that allows our CCTV system to be accessed from the Internet with your own private username & password.
- TUITION:** **Tuition is billed on a weekly basis.**  
**Parents may set a payment schedule that best suits their needs (weekly, bi-weekly, or monthly)**  
**On a holiday week, the full tuition is due unless your child is on vacation.**  
**Vacation means that half of the tuition is due before the vacation is taken.**  
**Tuition is always due on Friday for the following week. Payments can be made with cash, check, and money orders or with Visa/MasterCard.**  
**(Note 2% is added to all Debit & Charge Cards)**  
**Returned checks will be assessed a \$25.00 fee. If the center receives two (2) NSF checks by an individual, the center will have the right to request payment in cash.**  
**Year-end tax statements are provided every January by request only.**  
**Families with 2 children attending receive a 5% discount on the oldest child.**  
**Families with 3 or more children attending receive a 5% discount on the 2 oldest children.**  
**You will find that all of our fees are "all inclusive", meaning that, most services and programs that we provide for your children are taken care of in the tuition including Opus Music, Gym Station & Computers. (exceptions are: Dance Gym Station Sports)**  
**Other additions to a student's tuition may include any outside services offered, such as dance & exercise, class pictures, book sales, field trips, etc.**  
**Delinquent tuition payments will be reported to the Credit Bureau**
- POLICIES:** Registration fee of \$75.00 Per Child is required before the first day of attendance and annually thereafter.  
**Registration fee is Nonrefundable.**  
If your child is present on any of the five days during a week, the full tuition is due.  
If your child attends zero (0) days, one half (½) of the tuition is due. This is to reserve a place for your child and we are fully staffed 5 days per week.  
Full week vacations and absences due to illness will be assessed ½ tuition, limited to four (4) weeks per year.

Tuition not paid by the close of business Tuesday of the current week will be assessed a \$25.00 late fee.

Tuition not paid by the close of business Tuesday will be assessed an additional \$25.00 late fee. This applies to any unpaid balances.

Tuition not paid by Monday of the second week, a late fee of \$50.00 will be assessed.

If your child is picked up after 6:30 PM, with no phone call, a late fee of \$35.00 will be assessed after 5 minutes and an additional \$1.00 per minute thereafter.

If your child is picked up after 6:30 PM, with a phone call, a late fee of \$25.00 will be assessed after 5 minutes and an additional \$1.00 per minute thereafter.

After 7:00 PM, late fees are charged at \$2.00 per minute and CPS may be called per state regulations.

Parents are asked to have current immunization available with enrollment.

Please label all clothing with the child's name.

Parents are asked to not let children bring candy, gum, or toys (unless specified by a teacher) to the school. Absolutely no peanut products are allowed!

Parents are asked not to bring fast food meals to the school. Meals and snacks are provided.

If your child is unable to adjust to the center, given a reasonable amount of time, we reserve the right to withdraw him or her from the program. Disruptive behavior will be handled immediately and the parent contacted. If the child continues to disrupt the operation of the center or if the child endangers any of the other students, the center reserves the right to contact the parent & expulsion may occur.

Parents are permitted access to all parts of the center when their child is present. No prior notice is required.

**SCHOOL-AGE:**

A phone call to the center is required if you plan to pick-up your child at school.

Waiting on absent children delays us getting to other schools on time.

**If Kids R Kids does not receive a call there is a \$25.00 charge.**

School In Service days: When the ISD is out, Kids R Kids will charge an additional \$18.00 per day per child.

The Sibling Discount does not apply to the \$18.00 additional charge.

When school is out for a full week, (meaning Christmas holidays, Spring Break) the current summer tuition rate will be charged.

**ILLNESS:**

Although our focus is to keep parents at work when a child does not feel well, state regulations do not allow us to keep sick children. If, the following conditions exist:

Child has communicable disease, vomiting, diarrhea a consistent basis and/or a temperature of 100.4 or higher orally, persists, parents will be notified to pick up their child immediately or find another means to have the child picked up from the school.

**HOLIDAYS:**

The Center is closed on the following holidays: New Years Day, Good Friday,

Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, and the day after, Christmas Day, and New Years Day. (An annual calendar will be posted at the first of each year).

The Center reserves the right to change this calendar if necessary upon notification to the parents.

**I have read the policies regarding payment and tuition fees and understand the policies stated above.**

\_\_\_\_\_  
**Parent/Guardian Signature/confirmation**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student's Name**