

DISCIPLINE POLICY STATEMENT

1. Age appropriate, constructive disciplinary practices are used for children in child care.
 - A. Discussion with the child about appropriate behavior.
 - B. "Redirection" to another activity.
 - C. Discipline form(s) signed by parent/ guardian.
 - D. Consultation with parents to seek answers or understanding of the problem.
 - E. Suspension
2. Children are not subjected to discipline which is severe, humiliating or frightening.
3. Discipline is not associated with food, rest or toileting.
4. Spanking, or any other form of physical punishment, is prohibited.

At the discretion of the director and after a reasonable effort on the part of the program staff to integrate a child into the program, a child's participation may be terminated if that child is deemed chronically disruptive to the functioning of the program.

I have read and agree with the above discipline policy.

Signature of parent or guardian

Date

KNOW YOUR CHILDCARE BROCHURE STATEMENT

On ____/____/____, I _____ received and read a copy of
(Date) (Print Name of Parent or Legal Guardian)
the Know Your Child Care Brochure.

Signature of Parent or Legal Guardian

Name of Child

Date

FEE AGREEMENT STATEMENT

Please read the following carefully:

1. Children are enrolled for one week sessions. No credits or refunds will be given for absences regardless of the reason.
2. There is a non-refundable \$25.00 registration fee per child.
3. Tuition payments are due in full and in advance, on Monday of each week. A \$5.00 late fee will be added to any account not paid in full by Tuesday, 6:00 p.m. each week.
4. Full weekly tuition fees are due, regardless of absences, this includes holidays or storm days closed, and even if your child is out all week.
5. Fees are due in full each week for children who are on suspension regardless of the reason, this will hold their slot until they return. If suspended for more than one week the parent may wish to withdraw and re-register when space is available. The current full weekly fee will be due regardless of the days attended.
6. If your account has not been paid in full, including late fees by Wednesday, 6:00 p.m. then your child will be withdrawn from the program and will not be able to return to KidCare until your account has been paid in full.
7. Parents on a funding source are required to pay any and all fees not covered by the funding source.
8. You must notify the KidCare site manager one week in advance and in writing if you chose to withdraw your child from the program or your account will be charged the full regular tuition fee.
9. When paying by check, please print your child's name and the dates for which you are paying on each payment. All checks must have your full name, complete local/currant address & phone number with the financial institutions name & address printed on each check.
10. No child will be admitted to the program who has not been fully registered and all fees paid in advance for the week attending.
11. A late pick-up charge of \$1.00 per minute, per child is assessed if your child/children are not picked-up daily by 6:00 p.m. Late fees are due the day you are late.
12. If your check has to be resubmitted by this office or automatically by the bank, you will be charged a \$5.00 late fee and a \$12.00 resubmission fee due on the day you are notified. (This means there wasn't enough funds to cover your check the first time.) This resubmission fee will not be waived for any reason.
13. In the case of a returned check, you will be charged a \$5.00 late fee and a \$35.00 return fee. A money order or a certified check only, will be accepted as prompt repayment on the day you are notified. If unpaid, your child care will be suspended until all fees are paid in full. The return check fee will not be waived for any reason.
14. After a return check, KidCare will only accept money order or cashiers check only, in advance.
15. For the safety of our children and staff, only check or money order payments will be received at this school site.
16. We only accept checks drawn on a local bank account. No out of state, temporary, counter or 2nd party checks will be accepted.
17. Financial assistance may be available to qualifying individuals unable to afford program fees. See your director for more info.
18. After one week of absence without notice your child will be withdrawn from the program.
19. In order for your child/children to return to KidCare you must reregister your child with a new registration fee, all new enrollment forms and pay any unpaid fees from previous registration.
20. I understand that it is my responsibility to keep up with my receipts for income tax purposes as KidCare does not do end of the year statements.
21. It is your responsibility to remember to pay as KidCare does not send out billing. If you would like a receipt, you must get one at time of payment as we do not back log receipts.
22. Make checks payable to KidCare. We will not accept altered money orders or checks, this will include checks made out to the wrong party.

I have read this agreement and I will comply with these policies and procedures.

Signature of Parent or Legal Guardian

Date