

MEDICATION POLICY

WE DO NOT GIVE ANY KIND OF MEDICATION. If your child needs medication, you will have to make arrangements to give the medication during your lunch hour, before and or after school. This includes breathing treatments. 911 will be called for all emergencies. KidCare can not transport your child to a medical facility.

INSURANCE/ACCIDENT POLICY

Your registration fee pays for an accident insurance policy in case your child gets injured while at KidCare. Our policy is an "excess coverage" policy which means that your primary insurance must pay first. This insurance will pay for most charges not covered by your primary insurance company. However the parent or guardian will be responsible for paying any fees not covered by insurance.

HOLIDAYS / CENTER CLOSED INFORMATION

KidCare will be closed on all major holidays which will include: New Year's Day, Martin Luther King's B-day, *Presidents Day **(Selected sites may be open on President's Day with at least 15 pre paid children.)*, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the day after, Christmas Eve and Christmas Day. If the holiday falls on the weekend: If the holiday falls on Saturday then KidCare will be closed on Friday before and if the holiday falls on a Sunday then KidCare will be closed on Monday after. Note: We are sometimes closed due to severe storm warnings. If the public schools are closed then we are also closed because our programs are located on the school grounds. You will normally get this information from your local news station or if time allows you will be notified by your KidCare director.

**When school is closed for fall, winter or spring break, staff development days, school site improvement days, or student holiday, each KidCare site will take a survey/sign up sheet with a deadline. We must have a minimum of 15 students attending during these times in order for your KidCare site to be open. If a minimum of 15 is not met by the deadline the KidCare site will be closed. **During these times an advance payment will be required to secure a slot for your child.

HOURS OF OPERATION / LATE PICK-UPS

KidCare is open from 6:30 a.m. until 6:00 p.m. or from 6:30 a.m. until school starts and or from 2:00 p.m. until 6:00 p.m. Monday thru Friday. When possible you should notify KidCare if you may be late picking up your child. You should notify KidCare if your drop off or pick up time changes. There is a (10) hour time frame for each child and there will be charged \$2.00 per hour, per child after the first 10 hours of care time per child. There is a late fee of \$1.00 per minute, per child, starting at 6:01 p.m. and excessive late pick ups will result in your child being dropped from the program. If the parent or guardian has not picked up the child by 6:20 p.m. and no one has called to say they will be late and or the KidCare site manager is unable to locate someone on the child's pick-up list to pick up the child, the Department of Children and Families and local police or sheriff's department will be called to pick-up the child/children.

ABSENCES

If a parent is on a state grant, funding source or scholarship for child care fees, that child should be at KidCare everyday unless an emergency or illness occurs. Most funding sources will only cover from 1 to 3 days of absence per calendar month, depending on the funding source your child is on. If the child is absent more than the allowable days, for whatever the reason may be, the parent will be responsible for paying the regular tuition fees for all fees not covered by the funding source. In some extreme cases an absentee waiver can be signed and submitted for up to an additional 5 days of absence. Along with this waiver a hospital or doctors letterhead with an explanation must accompany this waiver to be considered. However, this does not guarantee payment from the funding source. They are reviewed case by case by the funding agency and only extreme emergencies will be covered. The parent will be required to pay the regular tuition if not paid by the funding source. These fees are from \$9.00 to \$20.00 per day, per child. Private paying parents are also required to pay full weekly tuition rates, regardless of absence or holiday.

INCOME TAX STATEMENTS

KidCare does **not** issue end of the year income tax statements. It is the responsibility of the parent or guardian to keep your canceled check, money order or cash receipts for your end of the year balance. We will gladly give you a receipt at time of payment if you ask, no matter what form of payment you chose, however you must ask and get your receipt at the time of payment as we do not back log receipts.

NUTRITION AGREEMENT STATEMENT

Parent or guardian must supply each child with a meal which meets the nutritional needs for a child of his/her age group. This will be on the days when the school cafeteria is closed and or on days your child attends KidCare during lunch time. KidCare has provided each applicant with a nutritional guide line and pertinent nutritional/dietary information for each child's age group. See Attached sheet (page 6) and take home for your information.

ACKNOWLEDGEMENT

By signing this acknowledgement, I have read and understand the above which includes the following: Medication Policy, Insurance Policy, Holiday / Center Closed Information, Hours of Operation / Late Pick-ups, Absences, Income Tax Statement and Nutrition Agreement Statement.

Signature of Parent or Guardian

Date