

Kidz Academy Preschool & Child Care

Welcome! Below, you will find a list of the basic rules and guidelines to guide you during your time with Kidz Academy. Because of the nature of group care, we'd like our families to understand that we provide a certain quality of care that we can only offer if everyone agrees to follow our policies and procedures. There are certain things that may or may not be realistic to expect from enrolling in a licensed center versus an in-home provider/nanny. Please be sure to ask us if you have any questions!

Instructions: please read and initial all sections. *Fill in where required.**

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- Payments are due *before* services are provided.
- We require a 30-day (1-month) written notice for withdrawal from Kidz Academy.
- Kidz Academy reserves the right to expel any child who fails to comply with the established rules, regulations and discipline, or whose financial obligation remains unpaid after the due date.
- Tuition is a flat monthly fee, including holidays and sick days.
- There are no refunds on services already provided.

Payment Due Dates (parents: initial after reading) _____

- Brightwheel is our *preferred* method of payment.
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- If you opt out of using Brightwheel, we accept cash. Cash payments are due on the 1st of the month, no exceptions. We do not accept checks.

Late Fee Schedule (parents: initial after reading) _____

- Late Payments: Accounts will be assessed a late fee of \$25.00 on the 15th of the month if full monthly balance is not yet paid. In addition, a fee of \$2/day will be assessed until the full balance is paid.
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- Attendance: Maximum allowed daily attendance is 9 hours. ANY time past 9-hours spent in care will be assessed a \$5/hour fee.

State Assistance (parents: initial after reading) _____

- We will notify you if we see any issues with your state account; however, parents are responsible for making sure all verification is submitted in order to receive on-time payments. To avoid interruption of childcare services, out-of-pocket payments *must still be made* according to the due dates above. Any overpayments will be applied to accounts as credit—there are no refunds on services. We will not accept children without payment, whether state or out-of-pocket. If state payments continue to delay, your child may lose their spot in our program.

Media Release (parents: initial after reading) _____

- Children may be included in photos and videos of school events, classroom activities, etc. that appear on the school website, official school media publications, or social media platforms. For privacy & security, we do not use names of students when we post pictures online. However, as a courtesy, will promptly remove any picture from our media publications upon request.

Transportation & Field Trip Release (parents: initial after reading) _____

- Kidz Academy staff has permission to transport children in the center's licensed 15-passenger vans as well as personal vehicles driven by licensed drivers for field trips, upon mutual consent, and to/from school.
- Staff has permission to transport children in case of emergency or serious illness, to obtain emergency medical care, and/or to call for emergency medical transportation. Expenses, if any, will be borne by the parent.
- Parents are responsible for providing a proper booster/car seat for children to be transported.

Disciplinary Guidelines (parents: initial after reading) _____

- All reasonable efforts and accommodations to resolve behavioral issues will be made before taking disciplinary action such as suspension or expulsion. However, Kidz Academy reserves the right to terminate a child/client at will, with or without

notice; and any decisions regarding termination of care are at the sole discretion of the Director. Disciplinary actions will be taken for, but not limited to, the following behaviors: *Inappropriate or lewd talk/conduct; aggression/violence against classmates, teachers, or self; running/hiding from teachers; other repeat behaviors deemed unsafe in consideration of our class environment.*

- Parents are urged to communicate all issues with front staff for us to be able to correctly identify and assess the situation. The same teacher may not always be in the classroom with your child and for this reason, front staff should be informed first.
- Verbal & written warnings will be provided to parents and subsequently, reports of suspension/expulsion.

Potty-Training *(parents: initial after reading)* _____

- Is your child ready? We prefer children to be comfortable with potty-training at home before beginning in childcare. We also prefer to transition from diapers → pull-ups → underwear in order to keep our classrooms as clean as possible. Exceptions may be made according to your child's readiness.
- If your child is not yet potty-trained, please provide your child's teacher with enough diapers and wipes for at least two weeks at a time. Teachers will send a message when your child is running low on supplies. If a child who has completely run out of diapers/wipes uses Kidz Academy extras, the teacher will replace the extras with the equivalent amount used.

Authorizations, Security, & Parent-Staff Conduct *(parents: initial after reading)* _____

- *Due to COVID–19, we are currently limiting access to the building. Visitors are welcome by appointment, parents of enrolled children are able to enter if necessary, and **all persons** must follow all Health Department-mandated regulations.
- If you would like someone not listed on the enrollment form to pick up your child, you must provide written consent. Authorized persons should be made aware to always bring a form of photo identification when picking up a child from Kidz Academy.
- Kidz Academy invests a significant amount of time and resources on screening and training employees. Teachers sign their own Employment Non-Compete Agreement, and similarly, parents shall not solicit outside childcare or employment opportunities to our Kidz Academy staff members *during* employment at Kidz Academy, or for up to one year *post*-employment. This includes social media contact between teachers and parents. Failure to comply with this policy may result in the loss of enrollment and/or employment.

Supporting English Learners *(parents: initial after reading)* _____

- We will use familiar basic words and phrases from the home language.
- Books or labels will be used in children's classrooms (English and home language).
- Use of interpreters/google translation services will be used if/when needed.

Items From Home *(parents: initial after reading)* _____

- Blankets and sheets should be brought clean at the beginning of the week and taken home to be washed at the end of the week. Items intended for Kidz Academy use (pacifiers, bottles, etc.) should not be taken home.
- Please do not allow your child to bring toys or personal items from home. Kidz Academy is not responsible for lost or stolen items that should not have been brought to childcare.
- Label everything! Jackets, blankets, backpacks, etc., should be labeled to prevent mix-ups or wrong items being taken home.

Sick Policy & Immunizations *(parents: initial after reading)* _____

- Kidz Academy requires children to be symptom free, *without the use of medication*, for 24 hours before returning to childcare. Symptoms include vomiting, diarrhea, rash, persistent cough, fever over 101 F, obvious skin conditions such as sores, head lice, pink eye. Please be considerate of your child and their classmates by keeping them out of care when they are sick.
- If a child becomes ill while in care, parents will be notified and must arrange to have children picked up within one hour. If a child is diagnosed with a contagious condition, a doctor's note stating when it is medically safe to return to group care is required.
- If there is need for medication to be given during school hours, parents must fill out and sign a medication form, authorizing staff to administer medication at required times. Medication must be in its original container, labeled with all necessary information.
- Children are required to be immunized appropriately for age. A copy of your child's immunizations must be provided upon enrollment *and* after every set of immunizations thereafter. Your child may be excluded from attending if you fail to provide the center with proper and up-to-date documentation of immunizations (UT Statutory Code 53A-11-306).

- A parent may claim an exemption to immunization for medical, religious, or personal reasons (UT Statutory Code 53A-11-302). Exemptions must be accompanied by a Utah Department of Health Exemption Form. Providing an exemption does not guarantee enrollment.

*****Enrollment checklist (parents: initial after reading) _____**

Complete and signed originals of:

- | | | |
|---|--|---|
| <input type="checkbox"/> Enrollment Form | <input type="checkbox"/> Tuition payment | <input type="checkbox"/> Bottle to stay in your child's classroom (ages 0-1 only) |
| <input type="checkbox"/> Health Assessment | <input type="checkbox"/> Extra change of clothes, including underwear and socks | <input type="checkbox"/> Box of tissues |
| <input type="checkbox"/> Income Eligibility Form | <input type="checkbox"/> Crib-sized sheet and blanket (ages 0-5) – NO sleeping bags or pillows | |
| <input type="checkbox"/> Policies & Procedures | <input type="checkbox"/> Diapers and wipes, if needed | |
| <input type="checkbox"/> Copy of up-to-date immunizations | | |
| <input type="checkbox"/> Registration fee | | |

*****Food Program (parents: fill out this section)**

(Infants only) What will your child be given to drink?

- A) Member's Mark/Kirkland Brand Formula provided by Kidz Academy.
- B) Parent-provided formula. Please list name

a. Waiver on file? Yes / No

- C) Breast milk

(Infants only) What will your child be given to eat?

- A) Gerber baby food provided by Kidz Academy.
- B) Infant rice cereal provided by Kidz Academy.
- C) Parent-provided baby food. List name of alternative(s)

(ALL Ages 1+) What will child be eating?

- A) Food provided by Kidz Academy
- B) Food provided by parent. *Please explain reasoning.

**If food will be provided from home, parents acknowledge that meals should be brought in a labeled lunch box and will not be heated. Kidz Academy is also a nut-free center and no nuts will be allowed in meals or snacks brought from home. _____ (initial)*

(ALL Ages 1+) What will your child be drinking?

- A) Milk provided by Kidz Academy
- B) Milk provided by parent. Please explain reasoning.

*****Miscellaneous (parents: fill out this section)**

- How did you hear about us? _____ If referred, please let us know who we can thank for sending you!

Common Concerns (parents: initial after reading) _____

- Keep it short & sweet! Establishing a consistent routine of quick and happy drop offs is best for your child, their teachers, and you!
- Crying and separation anxiety are 100% normal, especially for those children new to the setting or going through family changes. Adjustment times vary and can last as long as a couple of days to weeks, and in rare cases, to over a month. Therefore, we try to work with parents to make drop-offs as easy as possible. If your child prefers a certain teacher, or room, we are happy to accommodate that, and then switch them to their own room later when they are feeling more comfortable.
- Nap time: most children fall asleep without issue, some children who are either not accustomed to napping at home, or who wake up late in the day, may have a difficult time. We do not force children to sleep, nor do we force them to stay awake. However, if your child doesn't want to sleep, they are expected to stay on their mat with a quiet activity, either books or puzzles.
- Open communication: if you have any questions or concerns about your child's care, please speak to your front staff members. It is in everyone's best interest to make sure you and your child integrate happily into our center!

*****Schedule of attendance (parents: fill out this section)**

- Max hours of attendance: children are allotted 9 hours per day. Any time outside of these hours may incur additional fees. We use these schedules to staff accordingly for state ratios and to comply with the Child Care Food Program (i.e. attendance requirements, reducing food waste, preparing and buying correct amounts, etc.).

- Schedules must be set and consistent. If your child is absent from a normally scheduled day, dropped off too early, or picked up too late without proper notification, it makes it very difficult on our teachers and staff. We understand that things may happen every once in a while outside of our normal routines; but we ask that you please be considerate of our policies and stick to the schedule you provide us with as well as give us *as much notice as possible* if there will be any changes. Our goal is to help your children thrive on routine and consistency.

Attending (check all that apply) Between the hours of (max. 9 hours per day):

	EARLIEST	LATEST
Monday	_____ am/pm to _____	_____ am/pm
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Any exceptions or special days? Changes to schedule *must be made in advance*. Please explain below if necessary: _____

Policies and Procedures Acknowledgement

I have read, initialed, and understand the Policies & Procedures provided to me by Kidz Academy Preschool & Child Care. By signing this agreement, I agree to abide by and support its contents. I acknowledge that I may request a copy of the signed Policies & Procedures for my personal records.

Child(ren) _____ **Parent Signature** _____ **Date** _____

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