



## POLICIES AND PROCEDURES

Date application received \_\_\_\_\_

Child(ren) Name \_\_\_\_\_

Date to start \_\_\_\_\_ Registration Fee paid (date) \_\_\_\_\_

Amount of Tuition \_\_\_\_\_

### CHANGES IN EMPLOYMENT

Please notify Kid's 1<sup>st</sup> of any changes in phone numbers, work locations, emergency contacts, physicians, and ect...

EMPLOYER \_\_\_\_\_ AS OF \_\_\_\_\_ PHONE \_\_\_\_\_

EMPLOYER \_\_\_\_\_ AS OF \_\_\_\_\_ PHONE \_\_\_\_\_

### FEES and ATTENDANCE

The fee for your infant is \$160.00 per week and toddler is \$140.00 per week. A \$40.00 late fee will be charged for fees not paid as agreed. This fee covers up to 11 hours of care per day. Care provided outside of your specified hours will be billed at a rate of \$10.00 per hour (or any portion of the hour). Fees accumulated are due on the day the services is provided. Social Services will be contacted for children left at Kid's 1<sup>st</sup> one (1) hour after closing time, if we have not been unable to contact you or someone on your enrollment form. Children become upset when parents are late and Kids faces staffing and licensing issues. Licensing allows us to operate only within certain hours. Payment for child care is due **MONDAY MORNING** or on the child's first day of attendance. If the child is present for two (2) or more days or absent for an entire week, a full weeks pay is required. If Parent/Guardian plans to take a vacation, the center will need a two week notice in advance. The center will only allow two weeks during a calendar year for a special rate. A special rate of half-rate shall be applied. If you decide to discontinue your service without a two week written notice, you will still have to pay tuition for the two weeks. I do not accept checks. **CASH OR MONEY ORDER!**

The registration/enrollment fee of \$50.00 per child is due at time you receive an application for enrollment. The registration fee is non-refundable and to be renewed each **AUGUST/SEPTEMBER**. In case of divorce it is important that you indicate on your enrollment form who the custodial parent is and who may pick up the child. The parent with custody is required to provide a copy of the divorce decree, which will be kept in your child's confidential file.

Hours of operation is Monday-Friday 6:30am-6:30pm, Saturday 9:00am-4:00pm.

Infants 6 weeks old and toddlers ages 1-4. The Center is open and operated all year round. Child care will not be provided on the following holidays, NEW YEARS DAY, GOOD FRIDAY, MEMORIAL DAY, M.L. KING DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY, and the day after CHRISTMAS EVE, CHRISTMAS DAY and the day after. These days are considered as attended and cannot be substituted or reimbursed. If holidays fall on a Saturday, it will be observed on Friday. If holiday fall on a Sunday it will be observed on Monday. Parent must notify the director if the child(ren) will be absent. Parent will be notified immediately of any incident whether, fire, or any other physical problems that could occur. The staff and myself takes one (1) week vacation, you will be given ample notice prior to vacation date.

### MEALS AND NUTRITION

Kid's 1<sup>st</sup> provides breakfast, lunch and a p.m. snack. Breakfast is over at 8:30a.m. Lunch is served between 11:30 and 12:00 noon. Infants will be feed according to schedule. If your child has food allergies, religious or special dietary needs you will need to bring his/or her food from home, please discuss with Director prior to your first day. Also discuss any special occasions like birthdays or holidays when you might want to bring special treats.

### MEDICATIONS

NO MEDICINE will be given at Kid's 1<sup>st</sup>. We expect that your child will arrive at the center having received the most recent dose of any medication he/she is taking. Try to schedule their medication to be taken at home. If your child have some type of special need that he/she has to be given medicine to on a daily basis, you will need to let the director or teacher know during registration. If parents uses sunscreen or some type of bug spray they will need to fill our the Emergency form as well. Parents will be contacted immediately, if a child experience an adverse reaction to any authorized medication and this will also be documented on the medication form.

### ILLNESS

Kid's 1<sup>st</sup> is not licensed to provide care for children who become ill. If your child has had a fever in the past 24 hours, a constant cough, is vomiting, has a rash or recurrent diarrhea, or symptoms of a communicable disease like chicken pox or measles, we ask that you keep your child at home. If your child has symptoms of wheezing, nasal discharge or persistent sneezing severe enough to indicate that your child should not attend a group child care setting, please keep your child at home. Please inform us if your child has been exposed to or diagnosed with a communicable disease so we may alert other parents. If a child becomes sick (fever of 100.0 or above, rash, vomiting and/or diarrhea) while at Kid's 1<sup>st</sup>, the child shall be moved to a quiet place in the center and the parent's shall be contacted. Parents specific instructions shall be obtained and followed if appropriate until the child is picked up or able to return to his/her group. Parents will be notified of any illness, injury, or exposure to any communicable diseases.

### IMMUNIZATIONS

Kid's 1<sup>st</sup> must have evidence of age-appropriate immunizations. No child may continue enrollment for more than 30 days without such evidence. Each child is to be briefly visually examined every morning upon entering the center. Please observe child signs of illness prior to arrival at the center. We will monitor the child's activity level and contact you, this will give you some time to prioritize your work day, or make alternative arrangements for your child's care. Please read illness chart.

### DISCIPLINE

Kid's 1<sup>st</sup> uses a designated TIME-OUT area to be used for discipline if necessary. Child will remain in time-out 1 minute per age, away from but facing the group. Please be advised that the use of profane language will not be tolerated. Children at this age see and hear everything and are very observant and quick to imitate. If your child uses profane language at home, please take the necessary steps to insure that this type of language is not used in the presence of the other children. We agree to discuss and decide on how to deal with problem behaviors as soon as they arise. If the child is old enough to understand, he/she shall be included in the plan for dealing with the behavior. However should it be necessary Kid's 1<sup>st</sup> reserves the right to ask parents to

make temporary or other permanent alternatives arrangements for their child(ren).

**PRAISE IS ALWAYS GIVEN FOR APPROPRIATE BEHAVIOR!**

**EMERGENCIES**

The Center has a fire alarm and a security system. In case of power outages, there are lighted exits. In the event the weather alarm is sounded, the Director will announce for all staff and children to report to a safe room in the Center. Emergency Plans are located in the front entrance and in each classroom. No transportation is provided and that all emergencies and children will be taken to Dekalb Medical Center.

**CLOTHING AND PERSONAL ITEMS**

Infant and Toddlers should come to the center dressed in comfortable play clothes appropriate for outdoors. Toys and personal items are not to be brought into the center. Please bring an extra set of changing clothes for your child in case of an accident.

**PICKING UP YOUR CHILD(REN) AND PARENT VISITS**

Parents are permitted access to the center anytime your child is present. Parents should make their presence known to the director upon entering the building. Children will only be released to the parents/guardians or persons listed on the release form. If your child is to be picked up by someone not listed on the release form, please contact the center in advance. All new persons picking up a child will have to show a current drivers license or ID card. **All children must be escorted in and out of the center by an adult.**

I have read, understand, and agree to all policies and procedures.

Parent Name (please print) \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Name (please print) \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_



EMERGENCY MEDICAL AUTHORIZATION

Should \_\_\_\_\_ suffer an injury or illness while in the care of  
(child's name)

Kid's 1<sup>st</sup>, and the facility is unable to contact me or someone immediately, Kid's 1<sup>st</sup> shall be authorized to secure medical attention and care for the child as may be necessary. I (we) shall assume responsibility for payments for services.

I (we) agree to keep the center informed of changes in home phone, cell phone, pager and etc..., where I (we) can be reached.

Kid's 1<sup>st</sup> agree to contact me and keep me informed of any incidents requiring professional medical attention involving my child(ren).

Child primary source of health care is:

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone no. \_\_\_\_\_

Known  
Medical: \_\_\_\_\_

Parents Social Security No. \_\_\_\_\_

Parent Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Telephone No. \_\_\_\_\_