



## **Kids Works Policy Statement**

01/19

*Your child is your most precious possession and it is our desire to provide for their every need while they stay with us at Kids Works. We will do our utmost to provide a safe, fun loving environment for your child while in our care.*

Kids Works is open Monday thru Saturday. We are closed the following days *New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Some listed holidays may be extended at Owner's discretion.*

### **Hours of Operation**

Drop-in, Part, Mid and Full-time care is available:

**Monday-Thursday 7:30 am-6:30pm, Friday 7:30 am-6:00 pm**

**Saturday 9:00 am-3:00 pm** (*Parties only*)

### **Tuition Schedule for children 2 years and up**

Drop in care	\$7.70 per hour
Half day rate	\$29.50 (up to 4 hours plus meal and snack)
Full day rate	\$48.00 (up to 8 hours plus one meal and two snacks)
Part time weekly	\$124.75 (up to 20 hours, one meal and two snacks per day)
Mid time	\$168.50 (up to 30 hours, one meal and two snacks per day)
Full time weekly	\$196.30 (up to 40 hours, one meal and two snacks per day) <u>\$4.90 for each addt'l hour over 40</u>

### **Tuition Schedule for Children 18 months to 2 years**

Drop in care	\$8.00 per hour
Half Day rate	\$33.00 (up to 4 hours, one meal and two snacks)
Full Day rate	\$57.00(up to 8 hours, one meal and two snacks)
Part time weekly	\$143.85(up to 20 hours, one meal and two snacks)
Mid time weekly	\$192.60(up to 30 hours, one meal and two snacks)
Full time weekly	\$ 224.70(up to 40 hours, one meal and two snacks) <u>\$5.62 for each addt'l hour over 40</u>

### **Registration Fee**

*A registration fee of \$75.00 is required for children enrolled for Part, Mid, Full time child care, pre-school and, for clients receiving assistance from Department of Family Services. Kids Works accepts children ages 18 months through 12 years.*

### **Payment for child care**

**Payment** for private pay childcare/preschool shall be made **at the time of the service, or** for those using Part, Mid or Full time care, **payments need to be made each Monday or on the first day of attendance that week.** You may choose to pay bi-weekly or monthly if paid in advance. **Payments for clients who receive DFS assistance are required to pay the co-pay for the week one week in advance. If payment for private or DFS assistance is not paid in advance or the day of childcare services start for the week, a 10% charge will be added on for the week. Services will be terminated if not paid within 5 days.**

### **Minimum Tuition Charge**

When your child is enrolled in our childcare/preschool and or summer enrichment program, a **minimum charge of the part-time will be charged even if child is not in attendance.**

A **\$40.00 service charge** will be billed to the account on the 16<sup>th</sup> of each month for past due balances.

**Parent or responsible party will also agree to pay all costs for late fees, collections and reasonable attorney's fees, in case the account goes to a collection agency or court. No refunds will be given. Credit must be used in facility.**

### **Two week notice**

Kids Works requires a **written** two week notice to the Director if you intend to discontinue our Part, Mid or Full Time Preschool/Childcare service. Two weeks of tuition, per child will be billed to your account if you fail to give notice. The tuition must be paid in full at the time of the two week notice.

### **Placement Guarantee**

If your child will not be attending in the summer months and you would like to hold their spot; a reduced rate of 25% of the regular weekly tuition will hold your child's spot in their class for the following school year. You may pay this in full at the beginning of summer or weekly for the weeks not in attendance. If you choose not to, you may be able to re-enroll in the fall based on availability in their classroom.

### **Late Pick Up Fee**

A fee of **\$5.00 per minute** will be charged per child if, child is picked up later than Kids Works regular business hours.

### **Meals and Snacks**

Nutritious meals and snacks are planned for the needs of the children. Weekly menus are posted in our front entrance area. Monthly menus are available upon request.

Children shall be served appropriate sized portions and permitted to have one or more additional servings to meet the needs of each individual child.

### **Emergency Preparedness**

Emergency preparedness plans are in place and are practiced on a monthly basis. The plans include practicing for the evacuation in case of fire, a lockdown situation, snowstorm, hurricane, flood, or tornado. A copy of our emergency plan is available to you upon request.

### **Discipline Policy**

*All children shall be redirected with kindness and understanding.*

At Kids Works children will be spoken to about inappropriate behavior and explain how their behavior can be corrected.

After a third warning a time out is given. (One minute per year of age of child)

A consequence is given for their inappropriate behavior (i.e. removal privilege, not going into the ball pit)

The Director will notify parents if inappropriate behavior continues. The Director has the option to call parent and have child removed.

Biting will be dealt with on an individual case basis. Parents will be contacted and a specific plan of action will be made if Director finds it necessary.

**Immunization forms** must be turned in by the end of the first week in attendance.

### **Sick Child Policy- Health and Safety**

A healthy happy environment is very important for the children. Out of concern for the health of your child and the other children we ask that you follow these policies.

**Please do not bring your child** to Kids Works when they are sick. If a child has had a fever of 101 or more, has vomited or had diarrhea, a 24 hour waiting period must be observed before the child can return to Kids Works. Please let us know by phone that they will not be in attendance before 9:00 am. We can not admit children with the following symptoms or contagious disease:

Fever /temperature	Vomiting
Diarrhea	Runny nose (green in color)
Rashes	Open Sores
Coughing	Measles
Mumps	Impetigo
Conjunctivitis (pink eye)	Chicken Pox
Untreated head lice	other conditions determined by Director

*If your child shows any signs of the above you will be called to pick up your child. A sick child will be kept in a separate area until the parent arrives.*

### **Accurate information**

It is the parent's responsibility to inform us of any changes in their child's health, including; illnesses, allergies, fears or special situations.

It is also the parent's responsibility to let us know of any changes in parent's contact information. Including home address, work location, and home, work or cell phone number changes.

### **Child Attendance**

Please let us know what your child's schedule will be for the week. This will help us better plan for staffing and the best experience for your child. If you need our services on a not regularly scheduled day please call for availability. If your child will not be in attendance on their regularly scheduled day please call before 9:00am.

Family vacation time is honored and encouraged. Please let us know if your child will not be in attendance all week. Two weeks per year are allowed for vacation per family at no charge to the family if we are notified in writing of the non attendance for that time. *Your year begins on the day you start.*

### **Administration of Medication**

*As required, all of our staff is trained on the administration of medication. Medications can only be given at Kids Works when:*

*-Medications are prescribed by a licensed health professional, or those available over the counter, for which a medication consent form has been given to Kids Works by the parent. Any deviation from recommended dosage on the label must be accompanied by a physician's written instructions.*

*-Medications must bear their original prescription label or manufacturer's label and are in safety-lock containers, transported and stored safely with regard to temperature, light and other physical storage requirements.*

*-A medication consent form must be completed by the child's parent and include specific instructions for dosage and the date and time to be administered.*

**Personal Items**

**A change of clothes must be left in the child's bin in a labeled Ziploc bag. Those children potty training should have several changes.** If clothes are not made available by the parents, we will do our best to use what Kids Works has available. In some cases the parent may be called to bring their child clothes.

Any personal items brought to Kids Works are not the responsibility of Kids Works. We will do our best to make sure the child goes home with them but, we cannot guarantee items will not be lost. Please **do not let your child bring toys, video games, books, Sippy cups etc.**

**Reporting Concerns**

Open communication will be promoted by using written notes as well as informal conversations. Please communicate any concerns to a Kids Works staff member. At that time openly and politely communicate your concern and the Director will be notified of your concern and further discussed if necessary. If you need to contact Department of Family Services, please contact the local licensing office at 473-3900.