

# **Kidz Kidz Kidz Preschool**

## **Enrollment Policies**

Kidz Preschool is committed to offering the best child care possible, and our curriculum is designed with the best interests of your child in mind. When classroom schedules are consistent, learning objectives can best be achieved. To ensure that we keep our commitment to quality for all of the children, we require all parents adhere to the following policies. Please read them carefully before enrolling. Thank you.

- **Schedule Changes** - Our programs are offered as either full week schedules or an AM/PM half day schedule, however, that schedule is locked in and cannot be changed week to week. Please realize that this is in the best interest of the child, and provides them with the best possible learning experience. In the event that you need to change your schedule, a change in attendance form must be filled out and given to the office staff at least one week prior to the date needed for change.
- **Withdrawal Notice** - Should you decide to withdraw your child from his/her scheduled program, Kidz Preschool requires a two weeks notice in writing. You may do this at the center or by submitting the withdrawal form on our Enrollment webpage. Tuition will accrue weekly until the withdrawal notice is given and late fees will be added on. Parents will be responsible for any and all collection and/or court fees if their financial obligation is not cleared at the time of disenrollment.
- **Late Pick Up** - All children must be picked up before closing time. For any children remaining after closing time, a late fee will apply at \$10 for the first ten minutes, and \$1 per minute thereafter. In the event that you will be late, please call the center to in advance to notify them. The center may contact legal authorities for children left at the center more than one hour after closing.
- In the event there is any issue regarding custody of the child, Kidz Preschool must be provided with court issued custody papers that clearly describe the custody arrangements. Any person granted custody in such papers may pick up the child during the times that person has custody and may designate other person who are authorized to pick up the child at such times. Kidz Preschool may not legally refuse the right to pick up a child to a person having custody of the child.
- **Tuition** is due on the Friday before the week of service. If not paid by Monday at 12:00 noon, a late fee of \$25 will occur. If not paid by Tuesday, your child will not be able to attend school.

- Full tuition is due even if your child is absent for one or more days during the calendar week. Even during a holiday that the center is fully closed, full tuition is required. The only exception is a one week vacation allowance that can be given after 6 months of attendance.
- If a Kidz Preschool employee babysits for you or your family, any babysitting is provided solely in the person's individual capacity and not as an employee or agent of Kidz Preschool for any liability related to babysitting services, including transportation of the child(ren).
- A registration fee is due at time of enrollment and again each year on the anniversary month of enrollment. In addition, parents agree to pay a yearly supply fee of \$50 due each September.
- Returned Checks - There will be fee of \$35 for any checks returned.

**Note:** Please be sure to read all of the enrollment & financial agreements before enrolling in Kidz Preschool. We are happy to answer questions regarding these policies at any time. The terms of this agreement, including fees, are subject to change in whole or part by Kidz Preschool, with a 30 day notice that will be posted. This agreement may be terminated by Kidz Preschool at any time.