



100 Kids R Kids Dr. Conroe TX 77304 936-756-7575
Kids R Kids #20 TX

Center Policies

Revised 3/4/2011

Payments:

- If your child is present for one day, tuition is due for the whole week.
- If your child is absent for the whole week, ½ weeks tuition is due to reserve your space.
- If your tuition is late more than 7 days you will be required to bring your account current before your child is allowed to attend school again.
- After your child has been enrolled for one year, one week's vacation is allowed. (1 free week) Please fill out a Tuition Adjustment Form at the front desk.
- Tuition is due **FRIDAY** for the upcoming week. If your tuition is not paid by Tuesday at 10:00 a.m. a \$25 late fee will be added to your account.
- Our returned check fee is \$30
- If your child is not picked up by 6:30 p.m. there is a \$25 late fee charged after the first 5 minutes and \$1 each additional minute.
- There is a 10% discount off of the oldest child's tuition; 10% off of the total of 3 or more.
- If your school age child is absent from his/her bus pick up and we are not notified in advance there is a \$10 fee.
- There is a \$100 enrollment fee for the 1st child, \$50 for each additional child due upon enrollment and then due annually on January 1st. Enrollment fees are non-refundable.

Policies: Any changes in policies or procedures will be given to you in writing.

- Your child's current immunization records are due at the time of enrollment. **NO EXCEPTIONS!!!**
- All 4&5 year old children enrolled must have hearing and vision screening completed.
- During the months of May through August or water park is open. For safety measures, water shoes are required or your child may not be able to participate.
- All clothing and other personal belongings should be labeled with your child's name to prevent lost or misplaced items.
- Gum and candy are not allowed in the classroom. Snacks and goodies for parties must be store bought.
- Personal toys should be discouraged. To prevent lost or broken personal toys, please keep them at home.

- Children with communicable diseases, diarrhea or temperatures over 99.4 (when taken under the arm) are not allowed to be admitted or remain at the center. Children sent home must remain home for a period of 24 hours or more, or remain fever free for 24 hours. If it is something not contagious, such as teething, a Dr.'s note will be required for the child to return to school.
- You are responsible for signing your children in and out at the front desk on a daily basis.
- The "Kiss and Go" lane is for quick pick up and drop off only. Please be courteous of other parents and park in the designated areas if you may take a little while.
- Naptime is from 12-2. Please try to avoid drop off at this time.
- Please escort your child to and from class. Safety first!
- We require a 2 week notice of change in schedule for your family including withdrawing from the center.
- We are closed most major holidays and will post the days the center will be closed.
- Parents are always invited to visit with their children here at the facility. We also welcome you to view your child via the VisionNet monitoring system. Parent participation for events is appreciated.
- At anytime if you as a parent would like to view a copy of minimum standards or the most recent copy of a Licensing Inspection Report, please see the Director or Person in charge.
- If there is ever a concern you may contact the owner or Director to set up a conference.
- If your child is to be picked up by a person who is NOT on the authorized list, a written letter with a parent signature is required and a photo I.D. will need presented at the time of pick up.
- If your child is to be picked up by someone who is on their authorized list but does not pick up on a regular basis, a photo I.D. will need to be presented at the time of pick up.
- Occasionally we will have a pet on the premises. If the pet requires vaccinations we will have vaccination records on file to view.

My signature verifies compliance with Kids 'R' Kids center policies.

Parent Signature

"We accept children without regard to race, color or National Origin."
Our policy is "Hug first then teach!"