

# PLEASE READ ALL THESE POLICIES VERY CAREFULLY!!!

KIDS' CARE MILL HILL ☐ (kidscaremh@sbcglobal.net)

635 Mill Hill Ter ☐ Southport, CT ☐ 06890☐ (203) 612-0131

## PARENT AGREEMENT 2017/18

The following is an agreement between Kids' Care and the parent or legal guardian of the enrolled child(ren). The purpose of this agreement is to assure that the parent is aware of and understands the operating policies and procedures of the Kids' Care Program.

**Registrant:** The child(ren) named below will require care at the times noted below.

Child's Name \_\_\_\_\_ ☐ AM PM: ☐ M T W TH F

Child's Name \_\_\_\_\_ ☐ AM PM: ☐ M T W TH F

Drop in only \_\_\_\_\_

**Drop-In Reservations:** *Drop in reservations must be made by email by 7am on the day of usage.*

Space will be confirmed by email. Requests made *after 7AM* are subject to staffing availability and can't be guaranteed. AM sessions do NOT require advance notice.

**Payment Policy:** The fee for the above child(ren) is currently \$15./\$10.(sib) per morning and \$20/\$15(sib) per afternoon. The fee for an "early-dismissal" day is \$30/\$15(sib). In addition to the weekly tuition, there is an annual \$100.00 non-refundable registration fee, per child (\$150. per family).

**Payment for the program is due on Friday each week.** If payment is two weeks overdue, a \$10.00 late fee will be charged. If payment is 3 weeks overdue and there has been no effort on the part of the parent/guardian to discuss the lack of payment, your child may be dismissed.

**Vacation, Illness, NO-Show policy:** Please alert the center of all absences from the program. ***You will be charged if your child is sick or absent from school if you do NOT notify Kidscare by voicemail or email by 9:00am.*** If your planned days, change please advise the staff so that we can plan accordingly. **No Shows** – **If you do not cancel your child prior to 8am on reserved day, you will be charged the appropriate fee for that session.** Note: ***The program will be closed whenever Board of Ed closes for planned holidays or inclement weather. No tuition will be charged for those days.***

**Late Pick-up Procedure :** The center closes promptly at 6:00 p.m. You will be charged a \$10.00 late fee (\$5.00 per teacher with a minimum of 2 staff members), per child for every 15-minute period you are late **beginning at 6:00 p.m.** If you anticipate a late pick-up, please call the program with your estimated arrival time or call your alternate pick-up to come and pick up your child.

**Holiday Policy:** The center will follow the Fairfield school calendar and will be closed as indicated in the school calendar.

**Operating Schedule:** The program will operate during the school year daily from 7:30-8:45 a.m. and 3:25-6:00 p.m. When the school is on a half-day/early dismissal schedule, such as conference days or Professional Development Days, we will offer a half-day program (1:40 - 6:00 p.m.). As previously stated, the fee is \$30.00. **If it is not your child's scheduled day you must email in advance and reserve space on a first-come basis. Once reserved, cancellation must be made by phone or email by 8:00 am to avoid being charged.**

**Inclement Weather:** If the School must close early, Kidscare **will not** open that PM. Please call Kids Care and listen for recorded message. If you are unsure as to whether the school is open, call 255-TALK (8255). **For delayed openings Kids Care will open at 8:45 am. Drop-ins are welcome. Fee \$20.00**

**Withdrawal Policy:** The Staff should be notified at least two weeks before a child is withdrawn from the program, in writing. If the Staff is not given two weeks notice of withdrawal, the parents may be responsible for payment of the two weeks tuition regardless of their child's attendance.

I have received, read and understand the operating policies and procedures of the Kids' Care Program. I agree to abide by these terms and the above.

Date: \_\_\_\_\_ Parent or Legal Guardian Signature: \_\_\_\_\_

Please print your name: \_\_\_\_\_

/Parent agreement/2017/file copy /parent copy please keep for reference

