

Parent Handbook

KidCity Learning Center
2307 South Street
Leesburg, FL 34748
352.268.0205

Accredited by the Florida League of Christian School
36871

The Father's House
Pastor Terry Mahan

TABLE of CONTENTS

● Introduction	3
● Admission Procedures and Attendance Policies	3
● Certification/Accreditation	4
● Curriculum/Instruction	5
● Discipline Policy	6
● Facility Requirements	7
● Family and Community Relations	7
● First Aid and Emergency Procedures	8
● Health and Safety	9
● Illness and Medication	10
● Nutrition and Food Services	12
● Parent/Volunteer Commitment	13
● Philosophy/Objectives	13
● Records	14
● Tuition Agreement	15

INTRODUCTION

Welcome to The Father’s House (TFH) preschool, known as KidCity Learning Center (KCLC), which opened in October 2015. In this parent handbook you will find information, policies, and procedures for KCLC. KCLC serves children between the ages of 6 weeks and twelve (12) years old. KCLC is open from 6:30 a.m. to 5:30 p.m Monday through Friday except for holidays. We follow the basic school opening/closing of Lake County public schools.

ADMISSIONS PROCEDURES AND ATTENDANCE POLICIES

ADMISSION POLICIES

KCLC promotes the value of each person as a unique creation of God; therefore, students are admitted of any race, color, nationality, or ethnic origin. All decisions and activities of KCLC are subject to the current Bylaws of TFH, as may be amended from time to time, at the discretion of the Board of Directors.

After a tour and personal interview, parents desiring to enroll must submit an enrollment application with a registration fee. Based upon availability, an opening will be extended or the child’s name added to a waiting list. Registration fees are non-refundable unless the child is placed on a waiting list. All enrolled children are admitted on a six week probationary period, during which time the Director reserves the right to dismiss the child/family. KCLC does not discriminate based on race, color, national or ethnic origin, but does reserve the right to refuse admittance to children/families whose behavior is detrimental to the Christian learning atmosphere. We will work in every way we can to help your child be successful at KCLC. Children must be potty trained before enrolling in the three and four year old classrooms.

BEFORE ENROLLMENT

The **Registration Agreement** contained in the Enrollment Packet, must be signed and turned in to indicate you have read and understand this information **BEFORE** your child will be allowed to enter the program. We suggest you keep this handbook in a convenient place so you can refer to it throughout the year.

ENROLLMENT PACKET

Parents receive the same enrollment packet for full/part time, aftercare and camps. The enrollment packet must be filled out completely **before** admission.

ATTENDANCE POLICY

KCLC is open from 6:30 a.m. to 5:30 p.m. Regular attendance is vital to providing your child with a solid early learning foundation. We ask that your children be at KidCity before 9:00 a.m. unless they have a scheduled appointment. A scheduled appointment and late arrival must be communicated through the bus station to ensure your child will be in the facility before 11:00am. Most enrichment programs start at 9:00 a.m.

Daily attendance of each child must be documented when he/she enters and departs the facility. Daily class attendance rosters are maintained throughout the day, noting to which class and staff member each child is assigned.

CALENDAR

Below is a list of paid KCLC holidays. We will be closed on these days, but you are still required to pay your normal tuition amount.

New Year’s Day

Good Friday

Memorial Day

Labor Day

Thanksgiving Holidays (2 days) Flocs Conference (2 days) (Dates change every Year)

PERMANENT SCHOOL CLOSING

In the unlikely event our school unexpectedly closes, parents will be notified in writing at least 14 days prior to the last day of operation and a copy of the student's file will be provided to each parent or legal guardian. All records will be maintained at The Father's House Church for five years thereafter.

CERTIFICATION AND ACCREDITATION

ACCREDITATION

KCLC is an accredited member of the Florida League of Christian Schools (**FLOCS**) (**FLOCS#36871**) since 2017. A FLOCS preschool must meet or exceed the high standards of care required. FLOCS is recognized by the Florida Department of Education (**DOE**) and the Florida Department of Children and Families (**DCF**) as a certification and/or accreditation agency which provides oversight to these processes. Accreditation ensures quality educational practices and spiritual standards.

CERTIFICATION

To qualify for and maintain certification by FLOCS, each school must meet prescribed standards. KCLC conducts quarterly self-inspections, an annual self-evaluation, as well as participates in two on-site inspections conducted by trained FLOCS inspectors annually to maintain annual certification.

PROFESSIONAL DEVELOPMENT

Membership in FLOCS provides opportunities for professional development for all of the KCLC teachers and staff to keep current in their teaching practices and certifications with DOE & DCF.

RELIGIOUS EXEMPTION

Although KCLC has a religious exemption through FLOCS, it must still comply with Florida requirements for child care personnel, screening requirements pursuant to SS. 42.305 and 402.3055 and facility health, sanitation, and safety. KCLC is committed to obtaining and maintaining certification and accreditation throughout its operation.

CURRICULUM AND INSTRUCTION

CLASSROOM SCHEDULES

Each age group or class must have a daily schedule of activities posted in a place accessible to the parents/guardians. This schedule of daily routines must be posted at the entrance of each class room. The daily schedule should provide scheduled time for meaningful learning experiences, reading time, quiet time, large group, small group, individual choice, active play, indoor and outdoor periods appropriate to the developmental age of your child, as well as meals, snacks, and nap periods.

CURRICULUM

KCLC curriculum features biblical, God honoring lessons, as well as critical phonics and numerical skills that help prepare our students for elementary school. Free and structured learning activities which are both fun and educational, engage our children so they will learn through work and play. Our program incorporates learning and play centers that help children develop their particular interests and foster a feeling of independence. We use Creative Curriculum and Orange Curriculum. Children will be screened as needed throughout the school year to determine your child's progress. If you have concerns about your child's progress, begin by speaking to your child's teacher.

LESSON PLANS

Lesson plans are developed one-week in advance and are maintained in each classroom. Parents may access lesson plans to help determine the anticipated activities and skills the children are developing by talking with their teacher. Lesson plans are posted in each classroom and updated weekly. Realize that older children often learn the same concepts as do the younger but with increasingly more sophistication.

MEDIA AND TECHNOLOGY

Teachers are responsible for selecting appropriate literature and media which are developmentally age appropriate for their students and support the Christian principles and beliefs of KCLC. Any questions concerning appropriate material should be given to the Director for final approval. All materials are considered appropriate if a part of the chosen KCLC curriculum. However, if there is a teacher or parent concern, the final decision is made by the Director.

The use of media (videos, DVDs and television) should only be used to enrich and never to replace the curriculum. Students who are 1 or younger will not have any TV, video or DVD materials. Students 2 years old and older may have a maximum of 1 hour of planned media. All media however **MUST** be selected to enhance the current topics being studied by the students.

PARTIES

Holiday parties are planned to reinforce learning themes within the curriculum and parents are encouraged to attend. Parents will be notified in writing of upcoming parties. These parties are usually held after rest time. Specific information will be sent home from each teacher.

SUPPLIES

Infants will need an infant sleep sack (with their arms accessible)) for rest time, diapers, wipes, formula and enough bottles, formula or milk to last the day.

Children ages one and older need to bring a kid-napper or sheet and blanket, a change of clothes and diapers and wipes if necessary. Breakfast, morning snack, lunch and afternoon snack must be sent daily. All personal items need to be sufficiently labeled. We request that you mark all of your child's belongings using a permanent marker.

DISCIPLINE POLICY

The goal of discipline at KCLC is to help children become self-directed and self-disciplined members in the immediate environment and as future members of a larger society. When shown that inappropriate behavior is not acceptable and that infringement of rules leads to consequences, children learn from their mistakes. KCLC consequences must be fair, consistent, and logically presented.

KCLC only uses age appropriate, constructive disciplinary practices. Children shall not be subjected to discipline which is severe, humiliating or frightening. Discipline shall not be associated with food, drink, rest or toileting. Spanking or any other form of physical punishment is prohibited.

Teachers and staff will be positive with children. At no time will a teacher demean or belittle children, inflict corporal punishment or use abusive language.

Any staff member who slaps, strikes or maliciously handles a child will be dismissed immediately and appropriately reported to the child's parents, the church leadership and law enforcement authorities in compliance with child abuse reporting guidelines.

Discipline problems are documented. Accepted forms of discipline include: positive reinforcement, redirection, modeling, prayer, asking forgiveness, time out (no more than 1 minute per year of child's age) and/or phone call to the parents.

KCLC may need to dismiss a child after repeated disciplinary actions, numerous attempted interventions and when the child's behavior is detrimental to our Christian atmosphere.

FACILITY REQUIREMENTS

INDOOR FACILITIES

KCLC maintains a sufficient number of toys, equipment and furnishings. They are suitable to each child's age and development, safe and maintained in a sanitary condition with a regular schedule for sanitizing.

OUTDOOR PLAY SPACES & EQUIPMENT

The outdoor play area is inspected daily so it is clean, free of litter, nails, glass, and other obvious hazards. Bottled

water/coolers can be used in the play areas with disposable cups.

SAFETY

Children are never left unattended for any reason. Outside front doors must be monitored at all times to assure immediate parental access. KCLC is a **tobacco free environment**. Use of any tobacco product indoors or outdoors is strictly prohibited. Chaperones are also prohibited from smoking while attending field trips, etc. Animals or fowl must be properly immunized and free of disease. **Pets** brought to the campus while dropping off or picking up students must remain in the vehicle at all times while on campus. Only registered service dogs will be allowed in campus buildings with the approval of administration. **No firearms** shall be brought on the premises.

FAMILY & COMMUNITY RELATIONS

COMMUNITY CONNECTIONS

KCLC works closely with various agencies in the community. Screenings, demonstrations and guest speakers are regularly scheduled with the local police, fire, dental, eye and medical organizations. We are members of the local Chamber of Commerce

PARENT CONFERENCES

Early learning skills are vital to the success of your child for their future learning. KCLC will monitor the growth and development of all children in our program to address any possible gaps or delays. Conferences will be scheduled as needed/requested. Please do not try to meet with a teacher while he/she is responsible for other children.

PARENT COMMUNICATION

The family must agree to work in partnership with KCLC by supporting the program, following communication channels and biblical standards. Your child's success is directly connected to your involvement at KCLC (e.g. communicating regularly with the teacher; supporting the learning objectives at home; volunteering.)

Notes and daily comments to parents regularly build family-school relationships. It is our commitment to be in regular communication with parents about the progress of your child, events and news from KCLC. Please check **daily** for notes and your child's work. Your child will receive regular communication from KCLC (e.g. weekly papers, newsletters from the teacher and information from the office regarding upcoming events.)

Always address any questions about the classroom, procedures, activities, etc. first with the classroom teacher. If you need to proceed further, then speak with the Director. Please do not try to meet with a teacher while he/she is responsible for other children. The Director's contact email is kclc@thefathershouse.com

WEBSITE

Please visit kidcitylearningcenter.com

FIRST AID AND EMERGENCY PROCEDURES

CPR & FIRST AID

Current procedures for infant and child CPR are posted and reviewed regularly with the staff. An accident or incident form is completed for all accidents and/or injuries with a copy provided to the parent. Staff are regularly instructed in CPR and first aid procedures for all ages of children served by KCLC.

EMERGENCY TREATMENT

KCLC will follow the written instructions from parents in arranging for immediate treatment in emergencies.

FIRST AID SUPPLIES

A first aid manual is available. All medicines are stored separately and placed out of a child's reach in such a manner as to ensure the safety of children. Every classroom must keep a small first aid kit available including a cloth and disinfectant soap, pre-moistened wipes, bandages, cotton balls and gloves.

HOT DAYS

On days of inclement or excessively hot weather of 100 degrees or more, children will be kept inside to play in the gym area.

PARENTAL NOTIFICATION

Parents are notified immediately of any serious illness or injury to their child and their specific instructions regarding actions to be taken are obtained. If the parents or persons designated to be called in case of an emergency, serious illness or injury cannot be reached, KCLC staff will contact those sources designated on the enrollment form for your child.

TORNADOES, FIRE, EARTHQUAKES

Emergency drills and proper safety procedures for disasters are practiced on a regular basis. KCLC is annually inspected by the local fire department to maintain our accreditation status.

UNIVERSAL BODILY FLUID KIT

A universal bodily fluid kit is available and is located out of the reach of students behind the bus station in the locked closet.

HEALTH AND SAFETY

ARRIVING/DEPARTING SCHOOL

All preschoolers **MUST** be brought into the building and signed in for safety/security reasons. Children cannot be dropped off in front or sent upstairs to class alone. Caregivers will sign in at the Bus Station using Procare. It is extremely important to indicate any changes that day for pick-up. We ask that your children be at KidCity before 09:00 a.m. unless they have a scheduled appointment. Most enrichment programs start at 9:00 a.m. No children are allowed to be dropped off after 11:00 am due to nap time.

PICKING UP YOUR CHILD: It is **CRITICAL** that we have the correct daily information on when and how your child is leaving KCLC. Please report first to the Bus Station to sign your child out. It is important to have a picture ID with you. The office staff may need to verify that you are on the child's authorized pick up list. Only people listed on the Emergency Contact form are authorized to pick up your child.

All students must be picked up **PRIOR to 6 p.m.** Our professional, hardworking staff is dedicated to providing excellent care for your children. Your prompt arrival to pick up your child will help show your appreciation and respect for the KCLC staff personal time. We understand emergencies may occur. Please call the school as soon as possible when you know you will be delayed. We will care for your child until you arrive, but please note that the following policies apply anytime you are delayed:

Any child picked up after 5:30 p.m. will be assessed overtime charges. Charges are based on cell phone time. **Overtime charges are \$1 per minute per child.** After 6:00 p.m. every attempt will be made to reach you or a person authorized on the emergency form you provided. However, if we are unable to make contact by 6:30 p.m. we are obligated to notify the proper authorities to assist in locating appropriate care for your child.

CHILD CUSTODY ARRANGEMENTS

KCLC cannot withhold a child from a parent or legal guardian unless written legal notification is presented from the court on behalf of the custodial parent or guardian. A copy must be on file in the office.

LOST AND FOUND

A Lost and Found area is located in the office area. Please check frequently or when your child's items are missing. We request that you mark all of your child's belongings using a permanent marker with the child's first initial and last name. Items that are not claimed are donated to a charitable organization periodically throughout the year.

ON-SITE FIELD TRIPS

All children ages 1 and older participate in Wednesday Worship at TFH next door. Parents must sign the consent form for this activity and walk around the building and playground. On-site field trips are thoroughly supervised with no child left unattended. Staff/child ratios for supervision are followed as per FLOCS accreditation.

OPEN DOOR POLICY

KCLC is open and available for a visit any time during business hours.

PERSONAL BELONGINGS/DRESS OF CHILDREN

Please send your child in comfortable play clothes. Athletic style shoes are the best for child safety. Flip flops, pointed shoes (cowboy boots) and high heels are NOT allowed. Children will not be permitted on equipment with unsafe footwear. As the children become older and begin to understand modesty, we ask that all girls, ages four (4) and five (5), wear shorts under a skirt.

ALL bottles must be labeled with the child's name and date. Please label your child's coats, jackets, or sweaters when they wear them to school. We request that you mark all of your child's belongings using a permanent marker.

EXTRA CHANGE OF CLOTHING: Children are provided with personal space for their belongings. Children over the age of three (3) should have an extra set of clothes, including socks, in a zip lock freezer bag (mark each item with your child's name) available in case of emergencies and accidents. We recommend at least two (2) changes for babies and toddlers, and three (3) or more changes for those children who are potty training. It is the parent's responsibility to provide the clothing, and the center's responsibility to notify the parent if clothes are needed.

RESTING ATMOSPHERE

Children, ages one (1) year and older, will have a rest or nap time every afternoon. Each child's 'Kid-Napper' or (blankets, pillows), and stuffed animals must be taken home to launder at the end of the week and be returned Monday morning. Students are not required to sleep, but they must lie down quietly. When music (radio or tape) is played during nap time, music selections will be age appropriate, soft and low volume. Reading and quiet activities will be available for early risers and non-sleepers, appropriate to the age group.

TOYS, GAMES

Please do not allow your child to bring toys from home unless requested by the teacher. Even when willing to share, this can cause potential problems if an item is lost or broken accidentally by another.

ILLNESS AND MEDICATION

ILLNESSES

Do not bring your child if he/she exhibits any of the below listed symptoms. A child who becomes ill during the day will be kept away from other children and will be monitored for a period of time by the director or a representative.. If symptoms of illness persist, the parent will be contacted and asked to pick up their child(ren) and anyone who resides in the household who attends KCLC. For the protection of all of our children, our health policy is strictly enforced. If appropriate, the child should be on medicine for 24 hours and provide a note from the physician **BEFORE** returning to school. Also, the child should be symptom and fever free.

Possible symptoms:

FEVER: Temperature that shows a sudden spike of 100.5 degrees or higher.

RESPIRATORY: Breathing difficulties, wheezing or strong constant cough causing the child to become flushed or red in face – making a whooping sound.

VOMITING: If the child shows signs of illness and continues to vomit.

DIARRHEA: When characterized by frequent watery or green-colored bowel movements, which are not related to medications or food reactions.

RASH: Undiagnosed rash other than mild diaper or heat rash. Rash relating to medicine should be brought to the teacher's attention so that they will not be alarmed.

SORE THROAT: Sore throat that needs culturing because other signs, such as a heavy or green nasal discharge are present.

COMMUNICABLE DISEASES: Any child suspected of having a communicable disease, infectious disease, or contagious condition will be placed in a designated isolation area. The condition is reported to the parent and the child is removed from the facility as soon as possible. Children shall not return to the child care facility until the symptoms of a communicable illness are no longer present or a written statement from a physician attesting to the fact that the child has been appropriately treated has been provided. Re-admittance to the child care center for the following communicable diseases shall be:

CHICKEN POX: All lesions are dry and crusted.

IMPETIGO: (Blisters covered with honey-colored crusts) – At least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by the physician.

CONJUNCTIVITIS: ("Pink Eye" – redness of eye with burning and thick purulent discharge) – At least 24 hours after the start of medication and/or drainage present.

LICE OR SCABIES: Following medical treatment. Nits must be removed.

PIN WORMS: No restrictions following the start of treatment.

HEPATITIS: Physician's statement required for re-admittance.

STREP THROAT: No sooner than 48 hours after the start of oral medication or 24 hours after injection. Other symptoms that the center deems necessary.

RETURNING TO SCHOOL AFTER AN ILLNESS

When your child returns from an absence due to an illness, a note signed by the physician is required, stating the child is not contagious. Otherwise re-admittance is not allowed. All children attending KCLC must be well enough to participate in all activities, including outdoor play.

MEDICATION PROCEDURES

The following steps must be followed if medicine is administered at the center:

No medication, oral or topical, will be given to a child **if it is the first application or dose** due to possible allergic reaction.

We will need you to complete a medication form **PRIOR** to administering anything. Parents must bring medicines directly to the office in the original bottle.

A measuring spoon should be included with any medication

Medications will not be dispensed in bottles or cups.

Medications will not be given to treat a fever.

If your child is younger than the recommended age for the dosage, it will **NOT** be given. KCLC will not give fever-reducing medications, except with a doctor's note for pain or the two days following shots – proven by the form/shot record turned into the office.

It is never allowable to administer medication "as needed" or "if headache, stomachache."

Asthmatic or allergic reactions may require on the spot decisions. The parent is responsible for maintaining current medication at the center and the procedures should be predetermined by the staff and parent.

NUTRITION AND FOOD SERVICES

FOOD PROTECTION

Each room is equipped with a refrigerator and sink to maintain healthy food serving and eating practices.

INFANT ROOM FEEDING

Due to the extreme risk of choking, solid foods, including cereal, may not be given in bottles or with infant feeders to children with normal feeding habits unless authorized by a physician. Solid foods may not be fed to an infant younger than four (4) months of age unless directed by a physician. Solid foods must be of a safe consistency and must be developmentally appropriate for the age and developmental ability of the infant.

NUTRITION GUIDELINES

There are two scheduled times for snacks. Time is provided to eat a mid-morning and mid-afternoon snack in addition to meals to meet the child's nutritional needs. Mid-morning snacks may be omitted if the time-span between breakfast and lunch does not exceed three(3) hours. Snacks shall be served at least two (2) hours before scheduled meals. All snacks for children age one (1) and older need to be prepared at home and brought to school in a non glass container. Special diets must be brought from home and not prepared at the facility. All special diets, including baby formula, must be labeled with the child's name. Infants shall be individually fed. There shall be no propped bottles for infants and no mechanical devices used for feeding. Toddlers shall be supervised at feeding, and offered food appropriate for their age. Formula shall

be furnished by the parent and shall be refrigerated and handled in a sanitary manner by the child care personnel. All bottles shall be labeled with the child's name and date. All bottles, cups, pacifiers, and other items brought from home need to be clearly marked with your child's name or initials. For the safety of other children, medication cannot be dispensed in bottles or cups.

PARENT INITIATED NUTRITION PLAN

All meals, formulas and/or snacks are furnished by the child's parent. Please include all items needed for lunch, especially utensils, napkins, and drinks. Foods warmed in the morning at home will still be warm at lunch if placed in a thermos type container. Sharing of home cooked meals with anyone other than a sibling is not allowed. Foods that are associated with young children's choking incidents must not be served to children under 4 years of age, such as, but not limited to, whole/round hot dogs, popcorn, pretzel nuggets, whole grapes, nuts, cheese cubes/sticks and any food that is of similar shape and size of the trachea/windpipe. Food for infants must be cut into pieces ¼ inch or smaller, food for toddlers must be cut into pieces ½ inch or smaller to prevent choking. **This applies to all food, even food provided by parents/guardians.**

SPECIAL OCCASIONS

Please feel free to bring in cupcakes or a special treat for the class. Celebrations normally take place during afternoon snack time. Do not ask teachers to give party invitations to individual children. If you would like to distribute invitations at school for a private party, it is necessary to include each and every child in the class.

PARENT/VOLUNTEER COMMITMENT

Research supports increased learning of a child when his/her parent(s) are involved regularly with the teachers, school, and learning activities. There are many areas where we encourage our parents to participate. Several activities can be adjusted to fit your schedule and time capabilities.

VOLUNTEER OPPORTUNITIES

Open House/Orientation, Parent/teacher conferences

School related informational/organizational meetings and other school sponsored activities

Service during the school day to help in classrooms, or offices

Reading to a child, preparing books, etc.

Assistance with cutting paper, making copies, collating forms, organizing

Office assistance with the phone, technology, data entry

Parent/Student activities

Service at any school function such as school programs, performances, field trips or any other function where parent involvement is assigned.

Service at any school fundraiser as approved by the director.

Service on projects at home such as cutting, sewing, organizing or any other project where parent involvement is requested.

PHILOSOPHY AND OBJECTIVES

“Train up a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6

VISION

KCLC exists to help preschoolers grow intellectually, socially, emotionally, spiritually, and physically through creative hands-on learning experiences that meet the individual needs, interests and abilities of each child.

MISSION

We are a ministry of TFH with the primary purpose to **'Love and Educate'** the children of our community.

STATEMENT OF PURPOSE

KCLC is an integral ministry of TFH. It is our desire to **partner with families** to prepare young children to embrace Godly integrity and character. By providing a **quality Biblical education** together we will prepare them to positively impact their world for Christ. As partners, we want to assist in the development of each child's body, mind, and spirit to **develop a Christian mind-set academically and to train them in Godly living**. We want our children to fulfill God's total purpose for their lives personally and vocationally (Prov. 22:6).

Our students will experience a positive and stimulating learning environment provided by **quality teachers** and **staff** who utilize **best teaching practices**. KCLC teachers are knowledgeable about the stages of learning and the developmental needs at each stage, providing an effective learning environment. Children's learning experiences are interpreted in the light of the Bible and are led to make connections to the Word of God. Children are individually challenged with creative hands-on experiences through a structured biblical curriculum. All of this occurs in a **safe, Christian environment** of loving, caring and attentive teachers and staff. KCLC provides excellence in service, teaching, and care so that our preschoolers skill levels will be more advanced than their peers who are entering kindergarten.

We recognize that parents are responsible for the total education and training of their children (Deut. 6). At the parents' request, KCLC becomes a partner with the parents and their churches in providing education. It is a privilege and an honor to partner with you to assist your child in learning. As noted in Ecclesiastes 4:12, a cord of three strands (family, church, and school) is not quickly broken. By enrolling your child(ren) in a Christian preschool, you combine the Christian values and influences from all three entities to form a strong cord.

RECORDS

BIRTH CERTIFICATE

An original birth certificate with a state seal must be submitted so that the office can copy it for your child's file.

HEALTH RECORDS

Current immunizations and a physical exam certificate are required.

RECORD KEEPING

All records (office, medical, guardianship, etc.) must be kept current and must remain on the premises of KCLC. State mandates require contact and emergency information to be current. It is vitally important for the parent to inform the

office in writing of all contact and emergency information. (Home address, telephone numbers, place of employment, or emergency contacts, or insurance changes.)

KCLC will not release records to anyone (other than school and judicial entities) without written parental approval. If a child withdraws, records will only be transferred after settlement of the family account.

TUITION AGREEMENT

Age	Weekly		No School
Infants	\$190		
1 year Olds	\$170		
2 year Olds	\$160		
3 Year Olds	\$150		
4 Year Olds	\$140		
Pre-K Only	\$50		
After School	\$50		\$10 a day
Camps	\$150		

ACCOUNTS RECEIVABLE

Weekly tuition is billed to your account every Friday for the following week. Tuition is due by 9:00 a.m. on Monday.

CLOSINGS

Credit will not be given for closings due to inclement weather, power outages, or other reasons beyond our control such as a hurricane or a pandemic. Decisions to close KCLC for circumstances beyond our control are guided by the Lake County school board and their decisions to close their facilities.

HOLIDAYS

Below is a list of paid KCLC holidays. We will be closed on these days, but you are still required to pay your normal tuition amount.

New Year’s Day Good Friday Memorial Day

Independence Day Labor Day Christmas Holiday
Thanksgiving Holidays (2 days) FLOCS Conference (2 Days)

LATE PAYMENT POLICY

Payment received after 9:00 a.m. Wednesday will incur a \$10 late fee.

Anytime a child's account is behind 10 business days, the director is authorized to deny attendance for that child until the amount is paid in full. The enrolling parent will be held responsible for all fees and costs.

LATE PICK UP FEES

KCLC operating hours are 6:30 a.m.- 6:00 p.m. Late pick up after 6:00 p.m. will be charged a fee of \$1 per minute, per child.

MULTI-CHILD DISCOUNTS

Second child enrolled full time: \$15 weekly discount

Third child enrolled full time: \$20 weekly discount

Fourth+ child enrolled full time: 10% discount

PAYMENTS

You can pay tuition at myprocare.com. You will use the email address that KidCity has on file to login. Checks, cash and money orders can be given to the front desk. Credit/debit cards can also be used at the front desk. For the convenience of our families, we also offer autopay. Ask about autopay during enrollment.

REFERRAL CREDIT FOR NEW FAMILIES

The account of any **full-time** child will be credited \$100 for every family referral in which the family enrolls one or more children. This credit will be entered after one quarter of attendance by the referring child..

REGISTRATION AND SUPPLY FEE

A registration fee of \$100 is due at the time of enrollment. The Registration Agreement (in the Enrollment Packet) must be signed and submitted **BEFORE** the child can attend. A yearly supply fee of \$50 is due at the time of enrollment and every year after. The registration fee reserves a space for 30 days unless otherwise approved by a director and is non-refundable and non-transferable.

REFUND POLICY

KCLC **does not refund tuition** for expulsion or withdrawal as the tuition is paid for the upcoming week. As previously stated, a two (2) week notice is required for withdrawal from KCLC.

We do not provide any requested documents to parents (payment history, copies of records, etc.) unless the account is a zero balance.

RETURNED PAYMENT POLICY

There will be a fee assessed each time a payment is attempted and returned or denied by your financial institution. This will include non-sufficient funds, stopped payments, closed accounts, denied credit cards or any other reason an item is returned or denied. You may receive a letter from your financial institution in addition to our fees.

First Offense: \$35 Fee

Second Offense: \$50 Fee

Third Offense: \$75 Fee and letter from KCLC Board

Fourth Offense: Cash only basis

If sufficient repayment arrangements are not made within 10 business days, services will be terminated and accounts will be turned over to the Prosecuting Attorney or Small Claims Court for collection or prosecution.

VACATION DAYS

Tuition is due whether your child attends or not, for as long as your child is enrolled in the program. During the year you will be given 3 weeks to be applied toward vacation weeks. These weeks may be scheduled through the office at least one week in advance. Your family will receive one of those weeks for our summer break (The week of Independence Day), Another week for The Week Of Christmas Break (The Week Of Christmas) and the last week your family will be able to choose what week you would like to use the vacation week for. (Our facility will be closed the two planned weeks.)

WITHDRAWING

When withdrawing from the program, two weeks paid notice is required. Notice must be given to the director. After a student has left the program, they must re-enroll and pay an enrollment fee before they will be allowed to re-enter the program.