

# Kids Academy Preschool

## REGISTRATION PACKET

Thank you for enrolling your child at Kids Academy Preschool. We are located at 657 N. Kays Dr. Suite B Kaysville, Utah 84037. We can be contacted at 801-544-0899 or via email kidsacademy35@gmail.com. We provide a safe and loving environment where children can learn and grow academically. We offer discounted extra-curricular activities to provide an active, healthy lifestyle for children ages 3-5. Children must be 3 years old by September 1<sup>st</sup> to enroll.

### PRESCHOOL REGISTRATION FEE

A yearly registration fee (non-refundable) for preschool classes is \$75. This is used for copies, supplies, etc. If you choose to add an extra-curricular activity there is an additional \$25 registration fee. This will be used for props, parties, equipment, etc. Costume fee is additional if you choose to opt in to perform with GLITZ.

### SCHOOL SCHEDULE AND TUITION

Classes begin Tuesday, September 7<sup>th</sup> 2021 and will continue until May 26<sup>th</sup> 2022. Morning and afternoon classes are available for preschool. Three-day classes are on Monday, Wednesday and Friday from 9:00-11:30am or 12:40-3:10pm. Tuition is \$120 a month. Two-day classes are on Tuesday and Thursday from 9:00-11:30am or 12:40-3:10pm. Tuition is \$95 a month. You may pay in full or split tuition into 9 monthly payments. A school calendar will be sent out each month. Please take note of any days off. Tuition is due on the 1<sup>st</sup> day of the month. If tuition is paid after the 5<sup>th</sup> there is a \$20 late fee.

### EXTRA- CURRICULAR ACTIVITIES SCHEDULE AND TUITION

Dance and tumbling classes are available. One class is \$40 a month or two classes is \$60 a month. Tuition will be due on the 1<sup>st</sup> day of the month. You may add this to your preschool tuition. If tuition is paid after the 5<sup>th</sup> there is a \$20 late fee.

#### MWF CLASSES

Dance	Monday	11:40-12:30
Tumbling	Wednesday	11:40-12:30

#### T/TH CLASSES

Dance	Tuesday	11:40-12:30
Tumbling	Thursday	11:40-12:30

### PAYMENTS

All Payments are due in full on the 1<sup>st</sup> of the month and payable to Kids Academy Preschool. If Tuition is paid after the 5<sup>th</sup> there is a \$20 late fee. Full tuition will be charged regardless of class cancellation due to weather, family vacations, sick day, holidays, or if your child misses for any reason. There is a tuition drop box by the front door of entering the classroom. If you are paying with cash please put exact change in an envelope with your child's name on it. Checks are payable to Kids Academy Preschool and must include child's name in the memo line. There is a \$25 return check fee.

You are acknowledging that Kids Academy Preschool is a 9-month contract commitment (September-May). Enrollment and class size is limited. You are responsible for the entire 9-month contract. The only exception to withdraw a student is moving your primary residence more than 30 miles away from Kids Academy Preschool. You must give a written notice 6 weeks prior to withdrawal along with proof of new residency. You are responsible for tuition until your child's spot can be filled. Please understand we have small classes to give quality instruction, time and attention to our students.

### DROP OFF/PICK UP

Upon arrival to school, please wait for the "Welcome" sign to be posted on the outside door before entering the classroom. This will give teachers enough prep time before your child's class begins. DO NOT park on the curbside. This is a safety hazard for parents & children. Please drop off and pick up your child on time. There are classes before and after each session and we cannot provide babysitting for your child. If there is an emergency and you are going to be late please contact us at 801-544-0899. Parents and those on the pick-up list are the only people who can check out your child.

### DRESS CODE

Children should be dressed in appropriate school wear. Clothing should not restrict them from doing physically active movements. Please no flip flops or dress up shoes! If your child is registered for an additional dance or tumbling class, please have them wear suitable attire. This can include; dancewear underneath their school clothes, a simple dance outfit they can change into by themselves, or wear stretchable clothing that can be worn as school clothes and dance clothes (leggings, sweats, etc). The same rules apply if your child is coming to dance or tumbling prior to school. The students will have a 10-minute break between classes to change and have a snack.

### EXTRAS

Please do not send your child to school if they are sick (Fever, runny nose, cough, etc). We want to keep everyone healthy and not spread any illnesses. We do not offer make-up classes if your child misses a class.

Kids Academy Preschool is not responsible for any lost or damaged items. Please label your child's backpack, coat and any personal belongings.

Kids Academy Preschool will not be held responsible for injuries that happen at school, field trips or during extra-curricular activities. We strive to provide a safe learning environment. We will inform you of any injuries that we become aware of during class and will call you immediately if we think it is a serious condition.

We must receive a copy of each child's immunization. All children must be potty trained prior to the first day of school. Please provide an extra pair of clothing in your child's backpack in case of any accidents.

### VOLUNTEERS

Volunteers are always welcome in the class. There is a sign-up sheet as you enter the classroom. Knowing in advance if a volunteer is coming to class will help prepare for lessons and activities that need extra assistance. Please do not bring any other children with you when you volunteer in the classroom. This is a distraction for the other children in the class.

Thank you for the opportunity to teach your child. We look forward to a great year!