

AT A GLANCE

The items listed below are meant to serve as a “Quick” reference and do not cover all items outlined in the Family Handbook.

1. Check the bulletin boards, doors, white boards, and family file folder daily.
2. Your child can only be released to people who you have listed on the Child Info Card. These people must have picture ID and know your sign in code to pick up your child.
3. If you bring in your child’s lunch, please bring no glass bottles and put an ice pack in lunch box. Place your child’s lunch in their cubby or designated area. We do not have room in our refrigerator.
4. If your child is sick, please do not bring them. If your child becomes ill during the day, we will administer TLC until you arrive to pick them up. If they are sick beyond the normal cold or flu or have a contagious condition, they may need to have a dr. note to return.
5. If your child needs medication while in our care, you must complete an authorization form and turn it in with the medication to a staff member. It must be in original container and dr. prescribed. We can only administer medicine according to dr. and/or label instructions.
6. Children must be dressed appropriately for outdoor play (primarily concerning winter). If we have to provide outdoor clothing, you may be charged a rental fee.
7. Regarding infants/toddlers, parents must supply all diapers and related items, formula, baby food, cereal, etc. All bottles must be pre-made and all food items, including bottles, must be labeled with your child’s name.
8. The center cannot be held liable for any personal items lost, stolen or damaged. All movies and music must be approved by the center office before the child can listen or watch them.
9. You are expected to pay your total bill bi-weekly on Mondays by 6:00 pm. You will receive a late fee of \$10.00 on Tuesday if not paid. You will not be able to return to the center after Wednesday until paid.
10. If you’re late picking up your child after 6:00 pm you will be charged \$1 for each minute past 6:00 pm.
11. To terminate enrollment you must, put in writing a two week notice and you will be responsible for paying that two weeks of care.
12. The Kidzone parking is for dropping and picking up your children only. Do not park there while you are at class.
13. Please call the Center by 10 am daily, if your child will not be at school for the day for whatever reason.
14. Students must give your child’s schedule between semesters at the Kidzone office. In order to hold your spot for the next semester.