



## Orientation Policies

### Registration:

The annual registration fee of \$100.00 is due prior to the first day.  
Registration fee is Non-Refundable.

Initial: \_\_\_\_\_

### Check In:

All parents are required to check in and check out their children each day.  
Required by STATE Licensing. Your child will NOT be released to a MINOR.

Initial: \_\_\_\_\_

### Immunization / Health Requirements:

Immunization records must be on file on or before the first day of school.  
Update Kids R Kids when new immunizations give.  
Peanut Products are NOT allowed in the center.

Initial: \_\_\_\_\_

### Tuition:

Tuition stated is billed on a weekly schedule and is due on Fridays for the upcoming week.  
Attendance for one (1) or more days is the full price.  
Tuition does NOT roll over to the next week if days are missed in the current week.  
Late fees apply of \$25.00 will apply after close of business on Monday.  
Payments can be made (weekly, bi-weekly, and monthly) in the form of cash, check, money orders, or credit card. (2% fee is applied on any debit or credit card)

Initial: \_\_\_\_\_



### NSF Checks:

Returned checks will be assessed a \$25.00 fee. If the center receives two (2) NSF checks by an individual, the center will have the right to request payment in cash.

Initial: \_\_\_\_\_

### Medications:

All medications are to be accompanied by Dr. Note.  
Medications are given at 11:00 Am and 3:00 PM only.

Initial: \_\_\_\_\_

### Discounts:

Your account **MUST** be current to receive the below discounts.  
Your discount **WILL** be **REMOVED** if not paid by Tuesday evening.  
Families with 2 children attending will receive a 5% discount on the oldest child's tuition.  
Families with 3 or more children attending receive a 5% discount on the 2 oldest children's tuition.  
Klein ISD teachers will receive a 2% discount. If the teacher has more than one child, the sibling discount will apply. Only one discount per family is applied.  
No discounts for 2 or more school – age children. (Already Discounted)

Initial: \_\_\_\_\_

### Vacation:

A vacation request form is required to be filled out prior to leaving for accountability.  
Vacation means your child will be out for the entire whole week. Kids R Kids #43 will apply a credit of half of the normal weekly tuition. Half of the tuition is required to be paid before leaving on vacation. If not paid, a \$25.00 late fee per week will be applied to the account and is required to be paid before drop off upon returning.

Initial: \_\_\_\_\_



## Late Fees:

Late fees of \$25.00 are applied at the close of business on Monday.  
Please get your child on time by 6:30 PM. late fees are as follows:  
Center initiated phone call to parent: \$35.00 First 5 Minutes  
Parent calling to report being late: \$25.00 First 5 Minutes  
A \$1.00 per minute is added after the first 5 minutes.

Initial: \_\_\_\_\_

## Illness:

Any child with a fever of 100.4 or higher and 3 or more diarrhea bowl movements, you will need to be picked up and fever free for 24 hours before returning. In some cases a doctor's note will be required before your child is permitted to return to school.

Initial: \_\_\_\_\_

## School-Age Children

Please have your child at Kids R Kids #43 by 7:20 AM  
If you plan to get your child at the Elementary School, a phone call to Kids R Kids #43 is required. No phone call will result in a \$25.00 (no phone call) Fee

Initial: \_\_\_\_\_

## Holidays:

A holiday schedule is posted in the front lobby for your viewing.  
Full tuition is due on holiday weeks unless your child is out for the entire week, then half will be due before leaving on vacation.

Initial: \_\_\_\_\_



## Elementary School Holidays

When the elementary schools have a holiday and the children are at Kids R Kids for the entire day an extra \$20.00 is charged per day for each child.

Initial: \_\_\_\_\_

## Tax Statements:

Year-end tax statements are available upon request in January.

Initial: \_\_\_\_\_

I have read and understand the policies stated above.

\_\_\_\_\_  
Parent/Guardian Signature/confirmation

\_\_\_\_\_  
Date