

## PARENT HANDBOOK

Kid SAFE Program Inc. (Kid SAFE) is a quality, non-profit, after school program being offered to children between the grades K-5. Kid SAFE is a program located at Park Elementary in Cross Plains, WI and began its first year of operation in the winter of 2010. Kid SAFE is licensed by the Wisconsin Department of Health and Family Services. The Kid SAFE Board of Directors heads the organizational structure and oversees the Kid SAFE Director. This Parent Handbook is applicable to Kid SAFE child care provided during the 2014-2015 school year.

### PHILOSOPHY

Kid SAFE seeks to provide a physically safe and emotionally secure environment where children can explore and experiment with a variety of materials and experiences in a supportive, confidence-building atmosphere. Kid SAFE offers a developmentally appropriate curriculum that promotes physical, emotional, and cognitive growth. We believe that working cooperatively with others facilitates important social skills. We encourage independence, autonomy, and positive self-esteem. We seek to teach, support, and encourage children to practice and/or use the lessons they will learn within their daily lives.

### OPERATION

Kid SAFE will follow the Middleton-Cross Plains Area School District's (MCPASD) calendar with any exceptions noted below. The hours of operation are from after school until 6:00 pm Monday through Friday. **If MCPASD schools close for inclement weather, the MCPASD policy is for after school day care programs to be canceled as well; this includes Kid SAFE.**

#### MCPASD Calendar Exceptions:

**Due to certain events taking place after school in the gym at Park Elementary School, Kid SAFE will not be open and parents/guardians will need to arrange for other child care.**

These events could include but are not limited to:

- The carnival
- The art fair
- The dance
- The night prior to the musical program
- The science fair

Specific dates will be made available to parents/guardians as these events are scheduled. Tuition will not be charged for these days.

The incoming Kindergarten class has two calendar days that they are not charged tuition. Kindergarteners attend either the first or second day of school. Tuition is not charged the day they do not attend. Additionally, the incoming Kindergarten class visits Park Elementary School one day each spring. On this day, only current Kindergarten students do not have school. Tuition will not be charged for current Kindergarten students if they will not be attending Kid SAFE on this day.

Kid SAFE may contract with the district to offer care on certain days when school is not in session. A full day rate will be determined for these days separate from the after school daily contracted rate. Parents/guardians would need to sign up for these dates separately. A minimum attendance may be required for Kid SAFE to be open to provide care. Children not typically enrolled in Kid SAFE may attend these days as long as all paperwork is completed per the Required Forms section of this Handbook. An additional fee of \$5 per day would be assessed for non-enrolled students in place of the full Kid SAFE registration fee.

## **REGISTRATION and WAITING LIST**

Registration can be for full time or part time participation, with priority given to returning and full time students. Returning student's accounts must be current in order to register for the next school year. Children are registered according to the Kid SAFE Program, Inc. Afterschool Child Care Contract and are included in the educational process in a respectful and dignified manner.

The registration fee is nonrefundable and due at the time of registration. In addition to the Kid SAFE Program, Inc. Afterschool Child Care Contract, various state forms are required for registration per the Required Forms section of this Handbook. Registration will not be accepted without all paperwork completed and payment of the registration fee.

### Part Time Registration:

Part time attendance is considered 2-4 days each week, and registration must commit to specific days of the week. Tuition, including part-time tuition, is calculated and charged on days for which a child is registered unless approved by the Director and Administrator. Per the Tuition section of this Handbook, no refunds will be provided for days a child does not attend Kid SAFE if the child is registered for that day unless a vacation day is used. A permanent or temporary change to a child's attendance schedule from that originally registered needs to be submitted two weeks prior to the change in writing and approved by the Director or Administrator to ensure Kid SAFE stays within its licensed daily enrollment capacity.

Other part time attendance not based on 2-4 defined days each week must be specifically approved by the Director and the Board to ensure Kid SAFE stays within its licensed daily enrollment capacity. This would include arrangements such as full time care every other week.

For parents/guardians with changing schedules, approval must be made by the Director and Administrator to ensure Kid SAFE stays within its licensed daily enrollment capacity. Tuition, is calculated and charged on the amount of days for which a child attends.

Drop-in care may be available based on current enrollment as determined by the Director and Administrator and requires at least 24-hour notice. All completed paperwork needs to be on file prior to drop-in care being provided. Per the Tuition section of this Handbook, drop-in care is subject to an additional daily charge and the daily tuition must be paid on the day care is provided.

Waiting List:

If Kid SAFE enrollment has reached its licensed daily capacity, a child may be added to the waiting list. Names on the waiting list will be considered in the following priority and by date added to the waiting list when a space becomes available for any given day:

1. Current part time enrolled students looking for additional days of coverage
2. Siblings of currently enrolled students
3. Other students not currently enrolled in Kid SAFE

Note that Kid SAFE will make all opportunities for care available per the priority criteria here even if the opportunity does not completely meet the requested need (i.e. if an opening is available for 2 days per week and a child is at the top of the waiting list but requesting full time coverage, parents/guardians will still be contacted). If a child's name comes to the top of the priority list, a response is required within 24 hours or Kid SAFE will contact the next name.

**REQUIRED FORMS**

State licensing laws require Kid SAFE to have the following forms on file for each child currently enrolled in the program:

- Kid SAFE Program Inc. After school Child Care Contract
- An enrollment form
- A medical report form
- An up-to-date immunization form
- A medication administration form if applicable
- Alternate arrival/Release agreement form if applicable

These forms provide special health information about each child, written permission for emergency health care, and the names of people authorized to pick up the child from Kid SAFE. All forms are kept in confidential files. Forms are available for review by parents/guardians.

Kid SAFE also requires these additional forms:

- Acknowledgement of receipt and understanding of the Kid SAFE parent handbook
- Photograph/video recording permission
- Social media release form
- Walking Field Trip permission
- PG Movie permission

These forms are kept in confidential files and are available for review by parents/guardians.

**TERMINATION of ENROLLMENT**

A child may be discharged from the program for reasons such as, but not limited to:

- Endangering the safety of other children, the child themselves, and/or Kid SAFE staff members (grounds for immediate termination without advanced notice).
- Inability of program to meet the needs of the child. The Director will consult with the parent/guardian concerning how any concerns may be resolved before ending the care arrangement.
- Repeated failure to pick up the child(ren) by the closing time.
- Failure to complete and return required forms per the Required Forms section of this Handbook.
- Failure to pay fees.

Kid SAFE will give a two-week written notice of any intent to discharge a child, and try to inform parents/guardians of local resources that may be of help to them, except when the discharge is due to endangering the safety of other children and/or Kid SAFE staff members. Should the parent/guardian remove the child(ren) during the notice period Kid SAFE initiates, fees will not be charged for the remaining unused days.

All children enrolled including those with special physical, mental, or emotional needs begin on a two-week trial basis, and their enrollment can be terminated at the end of this period if the Director, Administrator and/or Kid SAFE Board consider this necessary. If enrollment is discontinued at the end of the two-week trial period, the registration fee is forfeited.

Parents/guardians must advise the Director immediately if they find their child will have to discontinue Kid SAFE program for any reason. In addition, two weeks written notice is required to withdraw a child from Kid SAFE unless as a result of extenuating circumstances as determined by the Director, Administrator and/or Kid SAFE Board. Tuition must be paid through the end of the month in which the child is withdrawn from the program.

## **TUITION PAYMENTS, REFUNDS, ASSISTANCE**

**Tuition deadlines, fees and penalties will be strictly enforced.** It is the parent's/guardian's responsibility to pursue tuition assistance options in the event assistance is needed.

### Tuition Rates:

Rates will be established and parents/guardians will be made aware of any changes before the beginning of each school year. Families with more than one child attending Kid SAFE will receive a discount as follows: Full rate for first child, \$2 per day discount for additional children. The first child is considered the child that attends more often. Early release/CRT days will have an additional flat rate charge that will apply to all children scheduled to attend those days. If available, full day care for district in service dates will have its own defined daily rate. Families with more than one child attending full day care will also have a defined discounted rate.

### Tuition Payments, Deadlines, Fees and Penalties:

Tuition is charged on a monthly basis and is determined by applying the daily tuition rate per child to the days for which the child is registered. **Monthly installments are due on or before the first day of each month.** The only exception to this is that tuition for drop-in care is due on the day that care is provided. Checks are to be made payable to **Kid SAFE Program Inc.** and should be placed in the lockbox. Any additional fee, including late payment, late pick up fee, or NSF charge, is due by the first of the following month.

September tuition due the first day of school  
 October tuition due October 1  
 November tuition due November 1  
 December tuition due December 1  
 January tuition due the day we return from break  
 February tuition due February 1  
 March tuition due March 1  
 April tuition due April 1  
 May tuition due May 1  
 June tuition due June 1

**If tuition payments are 5 calendar days overdue (i.e. have not been received by the 5<sup>th</sup> of the month), a \$25 late fee will be assessed.**

If tuition payments are 30 days overdue and parents have been given an overdue notice to which they have not responded, the child may be discharged from the program and another child selected to fill the vacancy.

#### Tuition Refunds:

There are no refunds for days that the MCPASD closes school due to inclement weather, whether that be a full or partial day. If MCPASD schools are not in session for another reason and a child was scheduled to attend Kid SAFE, a refund for the day(s) Kid SAFE was unanticipatedly closed will be offered in the form of a credit applied to the next month's tuition.

Vacation time is covered in the Vacation section of this Handbook. Apart from the stated vacation time, there are no refunds for days a child misses a registered attendance day due to personal reasons (other after school activities, illness, vacation, etc.), except under extenuating circumstances as determined by the Director and/or Kid SAFE Board.

A permanent or temporary change to a child's attendance schedule from that originally registered needs to be submitted two weeks prior to the change in writing and approved by the Director or Administrator to ensure Kid SAFE stays within its licensed daily enrollment capacity.

#### Tuition Assistance:

Tuition assistance is available to families for childcare through the Wisconsin Department of Health Services (DHS). Families receiving assistance from DHS are responsible for paying the balance of the tuition due to Kid SAFE per the Tuition Payment section of the current Kid SAFE Parent Handbook.

Tuition assistance may be available from the Kid SAFE Board for families in need, on a semester basis or on an emergency/short term basis. Board assistance would waive a portion of the tuition. As with DHS assistance, families receiving assistance from the Kid SAFE Board are responsible for paying the balance of tuition due to Kid SAFE per the Tuition Payment section of the current Kid SAFE Parent Handbook. Applications for tuition assistance will be reviewed by the Kid SAFE Board and assistance will be determined based on available funds and certain need criteria.

Applications for first semester (September – January) assistance may be submitted when registration is submitted and is due by September 15; applications for second semester (February – June) assistance are due by January 15. Emergency/short term applications will be reviewed at the Board meeting following application submission. Emergency/short term tuition assistance is not retroactive to a time period prior to application submission.

#### Other Tuition Items:

**Two weeks written notice is required to withdraw from the program and parents/guardians shall be financially responsible to the end of the month in which they withdraw their child(ren).**

Drop-in care may be available based on current enrollment as determined by the Director and/or Kid SAFE Board. Tuition rates for drop-in care are an additional \$2/day over the current daily rate for registered children. Tuition for drop-in care is due on the day that care is provided.

An additional fee will be charged for a child being picked up late. If a parent will be late on any given day, due to extenuating circumstances, a phone call will waive with late pick up fee. If pick up is after 6:07 P.M., an additional fee of \$1 per minute will be charged. Charges will be added to next months tuition.

If a payment check is returned or dishonored, a fee of \$25 will be charged. Payment may be required in cash or other guaranteed funds if a check is returned or dishonored.

Questions or communication items relating to tuition should be directed to the Kid SAFE Administrator or Kid SAFE Director. The Kid SAFE Administrator or Kid SAFE Director will provide receipts for tuition only if notified that a receipt is desired and they will be placed in your family mailbox. End of year receipts for taxes are provided for every family.

## **VACATION**

Vacation time is available in the amount of 3 days per school year per child. These days can be used individually or consecutively throughout the school year. Any unused vacation days remaining at the end of the school year are forfeited, not carried over to the next school year. The amount refunded is based on the daily rate. If the family has more than one child attending Kid SAFE the first child will be refunded the daily rate and the additional children will be refunded the discounted rate. The first child is considered the child with the most days attending Kid SAFE. If the children are not using vacation days together they will be refunded according to the child's rate.

If possible, the Administrator and Director should be made aware of the vacation time prior to the month in which it is to be taken so that the vacation time may be deducted from that month's tuition payment. Otherwise, the vacation time will be in the form of a credit to the next month's tuition.

## **HOME/PROGRAM COMMUNICATION**

Kid SAFE is dedicated to the belief that open communication between parents/guardians and staff is essential. Kid SAFE provides the following avenues to facilitate this:

1. Upcoming special activities and/or themes for each month will be posted on the website, social media group page and/or written in the monthly newsletter.
2. Each family has a mailbox located at the sign in/sign out table. In it you may find children's artwork, receipts and communications home.
3. Parents/guardians will be notified by phone or in writing whenever a situation arises of which they should be aware. We require parents/guardians notify Kid SAFE of phone number changes, email address changes and physical address changes. New paperwork must be filled out if a new physical address occurs.
4. In addition, we request that parents/guardians keep us informed of their child(ren)'s needs, concerns and feelings. A special Parent Communication File is available at the sign in/sign out table to keep staff informed of any special situations.

5. General parent/guardian information is also posted on the website and social media group page, including a copy of this Handbook.
6. Parents/guardians are encouraged to visit the program at any time during the hours of operation and are welcome to attend the Board meetings to provide input and express concerns. The date, time and location of Board meetings will be communicated in the monthly newsletter. Those interested in attending should make the Administrator, Director or Board Chair aware of their intent to attend and the subject matter they would like to discuss.
7. Parent/guardian feedback is welcome and essential to ensure a quality program. Additionally, a parent/guardian questionnaire may be sent home periodically based on Board discretion to allow each family an opportunity to make suggestions, comments or express concerns.

## **DAILY DISCHARGE**

At the end of the day only parents/guardians are allowed to pick up a child. Notification by **phone call** is required if someone other than the parents/guardians are picking up a child. If the person is not familiar to current staff, ID will be required. If an authorized person comes to pick up a child and we have not been informed, we will contact you to make sure the pick up has been approved. Time and initials of person picking up a child are required at sign-out in spot provided.

Per the Tuition section of this Handbook, an additional fee will be charged for a child being picked up late. Notification to staff is required if there will be late pick up.

## **SNACK POLICY**

A daily snack will be provided by Kid SAFE that meets the U.S. Department of Agriculture Childcare Program minimum requirements. The monthly snack menu will be posted in the newsletter and on the social media group page. An alternate snack is available daily. Any reported allergies will be taken into consideration when planning the snacks.

If a child has a particular dietary need or preference, and parents/guardians would prefer to send a snack for the child, please coordinate with the Administrator or Director. If a child wants to share a special treat with all students, please notify the Administrator or Director at least one week in advance to make sure the snack follows allergy guidelines.

## HEALTH POLICY

The objective of the Health Policy is to maintain, protect and improve the health of all children enrolled in Kid SAFE.

### Emergencies:

If a medical situation arises, all attempts will be made to reach the parents/guardians and/or emergency contact(s). If Kid SAFE staff is not able to contact parents/guardians and/or emergency contact(s), 911 may be called to ensure the safety of the child.

### Allergies:

Upon enrollment, parents/guardians are expected to report any food and other allergies to Kid SAFE. Known allergies will be posted for reference.

### Medications:

Medication will be given only upon the written order of a physician and the written permission of the parent/guardian. State licensing requires that all prescription medication be in the original container with the child's name, the name of the drug, directions for administering, proper dosing, physician's name and date. Kid SAFE requires that any child enrolled in the program that needs medication for a life threatening condition (allergy, asthma, etc.) **MUST** have medication at Kid SAFE. A written report including the type of medication given, dosage, time, date, and name of the person administering the medication will be kept in the child's cumulative record and the medical log, as specified in DHSS 55.31, section 4, C.

### Communicable Disease:

It is our intent to avoid unnecessary exposure of others to illness. Kid SAFE asks that a child who shows signs of illness such as diarrhea, a fever of 101 or higher, headache, frequent coughing, sore throat, redness/swelling of eyes, etc., be kept home. A child who becomes ill at Kid SAFE will be isolated within sight and sound of a teacher until the parent/guardian or other authorized person can be notified and the child picked up. If called, a parent/guardian or other authorized person, will be expected to pick up the child within a reasonable time frame. Kid SAFE will ask for an estimated time of pick of the ill child. A second call may be issued if a parent/guardian or other authorized person has not picked up the child within the estimated time frame. If a child is exposed to any communicable disease at Kid SAFE, parents/guardians will be informed. Parents/guardians, in turn, should notify Kid SAFE if their child has a communicable disease (ex: lice, strep throat, pink eye, etc.) so that others can be notified and proper sanitation procedures can be taken. Certain communicable diseases will be reported to the Dane County Public Health Department.

## GUIDANCE POLICY

Kid SAFE promotes a positive approach to managing the behavior of all children. The basic guidance procedure used is positive redirection and intervention when safety is threatened. Verbal praise for appropriate behavior and successes and modeling of appropriate behavior by teachers are methods utilized to help children develop responsibility for their own actions and



enhance self-esteem. The child's safety, emotional well-being, and protecting the rights of other people and property form the basis for all rules.

Kid SAFE believes that children should be disciplined in private rather than in public. Staff will give praise for appropriate behavior and provide positive, consistent information regarding behavioral expectations in an effort to help children develop safe and appropriate ways of interacting with others and to develop self-control. Each child will be encouraged to respect himself/herself as well as others. Only qualified staff will discipline children (never volunteers or visitors). Punishment which is humiliating and frightening to a child is always prohibited.

## **ACCIDENT PROCEDURES**

Staff is trained in first aid, CPR and AED. If an accident occurs, the teacher, in consultation with the Director and Administrator, will assess the severity of the injury. In the case of serious injury, every effort will be made to notify the parent/guardian immediately. If this is not possible, the persons listed as emergency contacts will be called. If necessary, 911 will be contacted for emergency medical treatment. A teacher will accompany the child if the parent/guardian or authorized adult is not available.

For any accident, three copies of an accident report will be prepared. One will go in the child's cumulative file, another will be sent home with the parent/guardian, and if injury required professional attention, the third copy will be sent to the Licensing Office.

## **EMERGENCY EVACUATION**

Evacuation instructions are given to all staff. Emergency diagrams, as approved by the Cross Plains Fire Department, are posted. All staff will be trained in the use and location of fire extinguishers. Fire evacuation drills and inspections are completed monthly. Periodic tornado drills are held during the school year to ensure that children are familiar with the proper procedures in the event of a tornado.

### Other Emergency Situations:

In the event of a blizzard, flash flood, power failure or other emergency during Kid SAFE hours, the children will remain at school until they are picked up by parents/guardians or other authorized persons. If for some reason it is deemed necessary by emergency personal to move the children from the school every effort will be made to contact parents/guardians and authorized persons as to where the children are being relocated to.

### Inclement Weather:

Kid SAFE is closed due to inclement weather whenever Middleton-Cross Plains Area School District closes for an entire school day. If school was in session and is closed early Kid SAFE will remain open with limited staff. To keep our staff safe, Kid SAFE asks that parents/guardians make every effort or make alternative arrangements to pick up their children in a timely manner. If the Middleton-Cross Plains Area School District contacts the Kid SAFE Administrator and asks Kid SAFE to close as early as possible Kid SAFE will notify parents/guardians via phone call to come pick up their child or make other arrangements.

## **PROBLEM RESOLUTION**

We welcome comments and suggestions to improve the quality of the Kid SAFE afterschool program. When concerns arise, please:

- Speak in private with your child's teacher or other staff
- Talk to the Administrator or Director about your concerns
- Talk with a Kid SAFE Board member or attend a Board meeting.

## **ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF KID SAFE PARENT HANDBOOK**

I have read and understand the Kid SAFE Program Inc. afterschool program Parent Handbook. I understand the policies stated within and know that a complete copy of the Kid SAFE Program Inc. policies is available for review upon request.

**Parent/Guardian Signature**

**Date**

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## PHOTOGRAPH/VIDEO RECORDING PERMISSION

I/We, the parent(s) of \_\_\_\_\_ do/do not (please circle) give my/our permission to allow my/our child to be photographed or videotaped while participating in activities at Kid SAFE Program Inc. After School Program. If permission is given, it is understood that these photographs may be used for or placed in informational brochures for Kid SAFE or programs used at Kid SAFE (ie: JBSports), the Kid SAFE website or local newspapers to share information regarding the program.

**Parent/Guardian Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SOCIAL MEDIA RELEASE FORM

I, the undersigned, do hereby grant permission to Kid SAFE Incorporated to post my child's photos or other item, hereinafter referred to as "Materials," on their Kid SAFE Facebook account or any other future social media for private group use, for which only Kid SAFE families have viewing access.

I hereby release you, your employees, and directors from all claims and demands arising out of or in connection with any use of said "Materials", including, without limitation, all claims for invasion of privacy, infringement of my right of publicity, defamation and any other personal and/or property rights.

I acknowledge and agree that no sums whatsoever will be due to me as a result of the use of the "Materials" or any rights therein for Kid SAFE newsletters or publications.

Circle or Indicate one (1) of the following:

**Yes**            I agree to the above statements, and hereby grant permission.

**No**             I would not like my child's photo released, but I have read and understood the form.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

I acknowledge that my child is under 18 years old and lacks the legal capacity to enter into binding agreements. Accordingly, I have read this Release and consent to my child's inclusion in the Materials will not contest the rights granted in this Release, and shall assist and support you in any and all legal proceeding for affirmation of this Agreement, should you choose to have a court of law affirm this Agreement.

**Child's Name(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Walking Field Trip Permission

I/We, the parent(s) of \_\_\_\_\_ do/do not (please circle) give my/our permission to allow my/our child to go on walking field trips while participating in activities at Kid SAFE Program Inc. After School Program. These walking field trips could be to the following locations: the bowling alley, fire station, library, Park School Nature Trail, Culvers, etc.

**Parent/Guardian Signature**

**Date**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## PG Movie Permission

I/We, the parent(s) of \_\_\_\_\_ do/do not (please circle) give my/our permission to allow my/our child to watch PG movies while participating in activities at Kid SAFE Program Inc. After School Program.

**Parent/Guardian Signature**

**Date**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Kid SAFE Program Inc. Afterschool Child Care Contract

Child(ren) to whom care services are to be provided (please print):

<u>Name(s)</u>	<u>Date of Birth</u>
_____	_____
_____	_____
_____	_____

Parent(s)/guardian(s) contracting for services: \_\_\_\_\_

Address \_\_\_\_\_

City, State, and ZIP Code \_\_\_\_\_

Home Phone(s): \_\_\_\_\_ Work Phone(s): \_\_\_\_\_

Cell Phone(s): \_\_\_\_\_ Emergency: \_\_\_\_\_

Emergency contact (if other than parent/guardian): \_\_\_\_\_

Allergies or other health concerns: \_\_\_\_\_

Days each child will attend Kid SAFE weekly (please indicate with "X"):

\_\_\_Mo \_\_\_Tu \_\_\_We \_\_\_Th \_\_\_Fr

Note: Per the Parent Handbook, fixed part time attendance situations not based on 2-4 defined days each week must be specifically approved by the Director and/or Board to ensure Kid SAFE stays within its licensed daily enrollment capacity. Based on current enrollment, drop-in care may be available for those with changing schedules that cannot contract for definite part-time or full-time schedules. Drop-in care requires 24-hour notice and is subject to an additional charge of \$2/day over the daily rate below.

### Fee Schedule & Payment Terms (2014-2015 School Year)

\$ **30** \_\_\_ /child or \$ **50** \_\_\_ /family registration fee due at time of enrollment

\$ **15** \_\_\_ /day first child (additional \$ **8** \_\_\_ /day for early release (CRT) days)

\$ **13** \_\_\_ /day additional child(ren) (additional \$ **8** \_\_\_ /day for early release (CRT) days)

**All Day Rates**

An additional fee of **\$5** per day would be assessed for non-enrolled students in place of the full Kid SAFE registration fee.

**\$\_45\_** /day first child

**\$\_35\_** /day additional child(ren)

Payment in full for all children is due the first of each month. We reserve the right to refuse care to children whose parent's/guardian's account is past due.

Children left at our facility without our permission will be reported to the authorities as abandoned/neglected children.

Fees are for reservation of services on a "use it or lose it" basis. No refunds or credits will be given unless otherwise specified in the Kid SAFE Parent Handbook.

A \$25 late fee will be assessed for all tuition not paid in full by the 5<sup>th</sup> of each month.

An additional fee will be charged for a child being picked up late. If a parent will be late on any given day, due to extenuating circumstances, a phone call will waive with late pick up fee. If pick up is after 6:07 P.M., an additional fee of \$1 per minute will be charged.

If a payment check is returned or dishonored, a fee of \$25 will be charged. Payment may be required in cash or other guaranteed funds if a check is returned or dishonored.

The program will follow the Middleton Cross Plains Area School District Calendar except as otherwise specified in the Kid SAFE Parent Handbook.

The facility's policies concerning hours of operation, latest pick-up times, meals and special foods, medications and accommodations for medical conditions, pick-up by persons other than the parent/guardian, and other policies governing this agreement are contained in the Kid SAFE Parent Handbook and hereby incorporated into this contract by reference. These policies may be changed from time to time, with proper notice to the parent or legal guardian, without affecting the validity of this agreement.

This agreement may be terminated by either party with two weeks written notice to the other party.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
On behalf of Kid SAFE Program Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date