



## Registration, Tuition and Program Fees

- **Hours of Operation:** 7:00am – 6:30 pm (Monday – Friday). Parents are welcome and encouraged to visit at any time.
- **Diversity:** We accept children without regard to race, color or national origin.
- **Program Coverage:** Tuition includes educational programs, morning and afternoon snacks, a nutritious lunch, and internet viewing. I understand that I am responsible for any special diet required for my child. If my child's diet consists of formula from a bottle, I will provide Kids 'R' Kids with the appropriate number of bottles needed for the day. Each bottle will be clearly labeled with my child's name and dates as defines by state regulations.
- **New Enrollment Registration Fees:** Registration and Equipment Fees are payable upon registration and are non-refundable. If space is not available, your child will be placed on the waiting list. We will contact you when space becomes available. Siblings at our center do have priority on our waiting lists.
- **Annual Administrative Fee:** An Annual Fee is required and paid on September 1st of each calendar year. This fee covers the costs of supplies, educational materials, and insurance. The Annual Fee is currently set at \$150.00. Any student joining Kids 'R' Kids in the prior year will be pro-rated based on when the child started in our program.
- **Payment of Fees:** Tuition is paid weekly or monthly in advance with no deductions for absence or holidays. Weekly tuition is due Friday of the preceding week. If your fees are not paid in full by Monday at 6:30pm a \$25.00 late fee will be added. Monthly tuition is due on the 1<sup>st</sup> of the month for the upcoming month. If tuition is not received that day a \$25.00 late fee will be charged. When a payment is delinquent for one week, the space can no longer be reserved for the child. Parents will be notified of any changes in tuition within four weeks of the change. A child will advance to the next program when s/he has reached the appropriate developmental level and when space is available. When a child moves into the next program that program's rate will be in effect on the first day of his/her new class. Kids 'R' Kids reserves the right to change tuition and/or program fees due to unforeseen increases in expenses. Any additional services such as drop-in, extended days, field trips, etc., must be paid the same day that services are rendered.
- **Returned checks:** If your check is returned for any reason, a \$25.00 fee will be charged. This will be due in addition to any late charges prior to the beginning of the next week's class. Returned checks must be covered by a cashier's check or money order.
- **Late Pick-Up:** Parents who pick-up their children after 6:30pm will be charged \$10.00 plus \$1.00 per minute for every minute past 6:35pm. This fee is payable immediately and in cash.
- **Withdrawal:** No portion of your paid tuition will be refunded or cancelled in the event of absence, withdrawal or dismissal from school. Should it become necessary to withdraw your child for any reason, a thirty day written notice must be given to the school. We reserve the right to dismiss any student, should it be deemed necessary, at the sole discretion of the school director and owner.
- **Family vacations:** Children in the full time program, including school-age, may be absent from Kids 'R' Kids one week per year without charge after the student has been enrolled for one year. Full time, Monday-Friday, students accumulate one week of family vacation each year on the date of their anniversary. The following must apply:
  - The school is given two weeks notice of vacation
  - The vacation is taken during a standard work week (Mon-Fri)
- **Holidays:** Kids 'R' Kids will be closed on Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), and a week at Christmas. If one of the holidays falls on a Saturday, we will be closed the Friday before. If a holiday falls on a Sunday, we will be closed the following Monday.
- **Teacher Workdays:** Kids 'R' Kids will be closed for two teacher workdays per year. We use these days for teacher professional development and school enhancement. Tuition payment is expected on these days. Please ask the office for more details.
- **Closings:** If Kids 'R' Kids must close due to any additional unexpected circumstances such as dangerous weather, full payment of tuition is required. Kids 'R' Kids reserves the right to close any additional days as needed and full tuition payment is expected.
- **Child Care Law:** I have received, read and fully understand The Summary of North Carolina Child Care Law Handout.
- **Emergency Care:** In the event of a life threatening emergency, 911 will be called. For non-threatening medical emergencies, I, as the operator, agree to provide transportation to an appropriate medical resource. In the event of an emergency, off-site evacuation, transportation of children of all ages is authorized.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)