



Parent Agreement

Child's Name _____

Date of Birth _____

Parent Handbook

I have received a copy of the Kids Play Today Handbook. I have read and understand its policies and procedures, and agree to comply with the program rules and regulations. _____ (initial)

Services Offered

Kids Play Today provides an educationally based, hands-on curriculum called Essentials™ for children ages 3 months to five years olds. We strive to prepare children for kindergarten through active participation in all learning activities including: circle time and morning meeting, crafts, center time, free play, story time, organized gross motor play, and school wide music. _____ (initial)

Admission Policies

Children will be admitted and accorded equal treatment and access to services without regard to race, religion, color, national origin, or ancestry. The following forms must be completed and returned to Kids Play Today BEFORE your child may be admitted into the program: Emergency Contact Form, Child Health Inventory signed by your physician, Copy of Immunization Record, Signed Admissions Agreement, copy of your child's birth certificate, and a check for \$125.00 (\$50 non-refundable registration fee and \$75 deposit). _____ (initial)

School Closings

I understand that Kids Play Today will be closed on the following holidays as per the school calendar: Labor Day, Columbus Day, Veteran's Day, Thanksgiving and the Friday after, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day. _____ (initial)

Absences

I understand that on a day that my child is unable to attend, I should notify Kids Play Today as soon as possible, and that there will not be a reduction in tuition fees for days missed. _____ (initial)

Illness

I understand that I will be contacted should my child become ill while at Kids Play Today. I agree to pick up my child promptly upon such notification. I also understand that my child cannot attend Kids Play Today on a day in which he or she is ill, as defined in the Parent Handbook. _____ (initial)

Communicable Disease

I understand that I must inform Kids Play Today within 24 hours, or the next business day after my child or any member of our immediate family has developed any communicable disease. I also understand that life threatening diseases must be reported immediately. _____ (initial)

Release of Children

I understand that my child will be released only to myself, a legal guardian, the other parent (except where prohibited by court order), and to those persons whose names I have listed on my child's Emergency Card. I understand that if someone other than my child's parents/guardians is to pick-up my child on a specific day, I should notify Kids Play Today, even if they are listed on the Emergency Card. The designated person will be required to show a picture ID. _____ (initial)

Change of Information

I understand that it is my responsibility to inform Kids Play Today of any changes to the information on the Emergency Card, as well as other forms in the registration packet, including, but not limited to: address, home phone number, parents' work numbers, medical conditions and pick-up authorizations. _____ (initial)

In the Event of an Emergency

In the event of an emergency, if I cannot be reached, Kids Play Today has my permission to contact the physician(s) listed on my child's Emergency Card, or have my child transported to a local hospital for care. I will not hold Kids Play Today or its' employees liable. I understand that I am responsible for all expenses incurred. _____ (initial)

Violent or Unsafe Behavior

I understand that I may be contacted should my child display violent, unsafe, or continually inappropriate behavior. I agree to pick up my child promptly upon such notification.

_____ (initial)

Tuition

Tuition is due weekly beginning in September and continuing through June. A \$15.00 late fee per child will be imposed on all tuition received more than 5 days after of the due date. If your child is absent or not at school because of a legal holiday, or school recess, the due date will then be the next business day. If tuition is not paid by the end of the week, your child will not be allowed to attend Preschool the following week unless other arrangements have been made with the Director. Failure to pay will result in your child’s account being sent to collections. Re-admittance to the program is on a space available basis only and will require payment of account balance in full plus an additional \$50.00 re-registration fee. I understand Kids Play Today’s Tuition rates and policies outlined in the Kids Play Today Parent Handbook.

_____ (initial)

Returned Checks

Tuition checks returned by the bank are subject to a \$25.00 return check charge. If two checks are returned within a three month period, payment by cash or money order will be required.

_____ (initial)

Late Pick-Up Charge

Without prior notice, students not picked up on time or dropped off early, will be charged with a late pick up fee of \$25 per ½ hour, With notice, the fee will be \$15.00 per ½ hour.

_____ (initial)

Withdrawal

Please notify the Kids Play Today Director, Rosemarie Schoepp, in writing, if you will be withdrawing your child from the program. A two-week signed, written notice is required when removing your child from the program.

_____ (initial)

Conditions of Termination

Kids Play Today has the right to terminate this agreement and ask a parent to withdraw enrollment, if any of the following occurs:

- The child presents a health or safety threat
- Repeated discipline problems
- On-going late pick up
- Inappropriate parental behavior to children, teachers, or staff
- Chronic lack of payment

_____ (initial)

Camera Use

I understand that KPT uses cameras to view classroom spaces throughout the day. All cameras are equipped to record and will do so periodically for quality and safety reasons.

_____ (initial)

Enrollment Agreement

Type of Enrollment:

- Young Toddler (12 to 24 months)
- Older Toddler (24 to 36 months)
- Preschool (age 3)
- Pre-Kindergarten (age4)
- School Age Before School After School Both

Full Time, Weekly: A.M. P.M. Both from _____ to _____

Part Time:

<input type="checkbox"/> Monday	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> Both	from _____ to _____
<input type="checkbox"/> Tuesday	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> Both	from _____ to _____
<input type="checkbox"/> Wednesday	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> Both	from _____ to _____
<input type="checkbox"/> Thursday	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> Both	from _____ to _____
<input type="checkbox"/> Friday	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> Both	from _____ to _____

Tuition _____ Weekly Monthly

I understand that if my schedule changes, I will notify the director in writing. If this is not received, you will be charged for any additional days that are on your old schedule regardless of actual attendance. A \$25 fee will be charged to your account each time you make a permanent change to reduce you’re agreed upon schedule.

_____ (initial)

I have read, understand, and will comply with the policies and procedures included in the Admission Agreement and in the Kids Play Today Parent Handbook.

Father’s Signature _____ Date _____ Mother’s Signature _____ Date _____