



## WAIT LIST DEPOSIT POLICY

Kids R Kids normally employs a waiting list for future enrollments into the Center. To be placed on our waiting list, there is no charge or commitment by either the family or Kids R Kids as to when an opening will occur.

When an opening is available, Kids R Kids policy is that we will notify the family of the opening for their child with both the room assignment and date. Both the family and Kids R Kids commits to the enrollment when a deposit is paid in full.

The deposit will be the annual enrollment fee for the student(s)/family as well as the first week tuition fee. At this time, both parties commit their intentions to enroll as well as accept enrollment. Should a deposit not be made as agreed upon, Kids R Kids will provide final notice to that family that their enrollment is in jeopardy and if not finalized, may be lost without further notice.

### Deposits are **NOT REFUNDABLE !!!**

Any questions related to this policy should be addressed to Kids R Kids owners, Marcia and Kevin Slattery, as well as Kids R Kids Director, Lisa Buchanan.

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### Enrollment Guarantee Agreement

Cash / Check # \_\_\_\_\_ Enrollment Fee \_\_\_\_\_

First Week Rate \_\_\_\_\_ Total Deposit Paid \_\_\_\_\_

I understand that my deposit guarantees \_\_\_\_\_,

my child, enrollment into Kids R Kids effective \_\_\_\_\_ in the

\_\_\_\_\_ room. If my child will not be enrolling at

Kids R Kids, I agree to give Kids R Kids management a notice of at least

one month prior to guaranteed date. I also understand that the deposit in

non-refundable for any reason and will not be returned to me if I cancel

enrollment.

**Parent Signature** \_\_\_\_\_



## ENROLLMENT APPLICATION

<b>CHILD</b>			
Name	Nickname	Sex	Date of Birth-Month/Day/Year
Child's Address	City/State/Zip	Room	Date of Enrollment

<b>MOTHER</b>	<b>FATHER</b>
Name _____	Name _____
Home Phone: ( ) _____ Cell: ( ) _____	Home Phone: ( ) _____ Cell: ( ) _____
Work: ( ) _____ Other: ( ) _____	Work: ( ) _____ Other: ( ) _____
Email: _____	Email: _____

### EMERGENCY CONTACTS

The persons listed below may be contacted in the event of an emergency, AND are also authorized to drop off and pick up this child. List at least 2 names.

Name	Address	Home Phone	Work Phone	Cell Phone	Relationship
		( )	( )	( )	
		( )	( )	( )	
		( )	( )	( )	

### Additional Pickup Authorizations: In addition to the parents and emergency contacts above, the following may pick up and drop off this child.

Name	Address	Home Phone	Work Phone	Cell Phone	Relationship
		( )	( )	( )	
		( )	( )	( )	
		( )	( )	( )	

Child's Legal Guardians:     Both Parents     Mother     Father     Other \_\_\_\_\_  
 Child's Living Arrangements:     Both Parents     Mother     Father     Other \_\_\_\_\_  
 Parent's Marital Status:     Married     Single     Separated     Divorced     Widowed

Child's Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Doctor's Address \_\_\_\_\_

Child's Allergies, special medical conditions or prescribed drugs: \_\_\_\_\_

I authorize Kids R Kids to obtain any and all medical treatment to be performed as deemed necessary by Kids R Kids staff, licensed medical personnel, including emergency personnel, ambulance personnel and doctors and nurses. Kids R Kids # 1 MO uses Progress West Hospital in O'Fallon. I further agree to be fully responsible for all medical expenses incurred and to hold harmless and release Kids R Kids and Kids R Kids Intl. from all liability.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

This is to certify that I give permission for Kids R Kids to transport my child for the following:

Emergency Only

Before School                       After School                      Name of Elementary School \_\_\_\_\_

Field Trips                       Emergency Situations                      Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_



Name of Child: \_\_\_\_\_

**Family Legal Issues**

Please notate here if you have any alerts to who cannot see your child/pick up your child (parent separation, divorce, adoption, etc...).

If there are any legal custody documents stating someone is not authorized to see your child/pick up your child, please provide to KRK too.

**Name/Relation to Child**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**OR**

\_\_\_\_\_ Not Applicable to my Child

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**2017 TUITION INFORMATION SHEET**  
(Pricing may change January 1<sup>st</sup> each year)

	WEEK	MONTH	WEEK	MONTH	WEEK	MONTH
<b><u>Infants to Five year old</u></b>	<b><u>FULL TIME</u></b>		<b><u>M-W-F</u></b>		<b><u>T-TH</u></b>	
(6 weeks to 24 months)	\$260	\$1,125	-----		-----	
(24 to 36 months) *	\$225	\$ 974	\$173	\$749	\$120	\$520
(3 to 5 year olds)	\$195	\$ 844	\$151	\$654	\$104	\$450
<b><u>School age children</u></b>	<b><u>FULL TIME</u></b>		<b><u>M-W-F</u></b>		<b><u>T-TH</u></b>	
Before and After school	\$100	\$ 433	\$86	\$372	\$ 73	\$316
Before or After school	\$ 75	\$ 324	\$60	\$260	\$ 48	\$208

- I agree to pay the weekly tuition fee of \$\_\_\_\_\_ which is payable each Friday for the upcoming week. A late fee of \$15 is applicable if not paid by Monday for the current week with an additional late fee of \$15 applied on Wednesday if still not paid. The Center is open from 6:00 a.m. until 6:00 p.m. Late fees are assessed beginning five minutes after school closing time at the rate of \$5 for every five minutes thereafter. Returned check fee is \$20.
- An annual registration fee of \$50 per individual or \$75 per family applies from enrollment date to anniversary of enrollment date and excludes Summer Camp activity fees. Family discounts of 5% off the oldest full-time child's tuition for two children and a total of 10% for three or more children provided.
- If your child does not adjust to our program, we reserve the right to dis-enroll him/her/family from our program. Termination of enrollment may be the result of the following: non-payment of tuition, late payment of tuition on a regular basis, abuse of children, staff or property, disruptive or dangerous behavior, the center's inability to meet the child's needs, and continued violations of KidsRKids policies by student or parents.
- Students must be enrolled for six months prior to earning any **vacation time**. Vacation days are accrued at five days per six month period of enrollment and must be taken in full week blocks with no credits for single days out. After you earn you vacation days, they must be taken within six months and cannot be carried over to a future period. "Vacation" weeks are half price.
- Part-time enrollees (MWF, TTH) available only if fulltime enrollments are not at capacity. Part-time enrollments provided first option for full time enrollments prior to new enrollees.
- Breakfast available from 7:15 a.m. – 8:00 a.m. for \$1.50 per day.
- School holidays/snow days – additional \$18 per day.
- Early (1:30) dismissal days from school is \$10/day.
- Full time prices include two snacks, lunch and Watch Me Grow.
- HOLIDAYS – Center closed New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve at 12:00, New Year's Eve at 2:00, and Christmas Day. National holidays observed on Monday/Friday when they occur on weekends.

\* Must also be potty trained to move out of this rate.

**TUITION IS DUE EACH FRIDAY FOR THE UPCOMING WEEK**

Child's name \_\_\_\_\_ Parent's signature \_\_\_\_\_



## POLICIES AND PROCEDURES

- Kids R Kids values our enrolled families business and will provide preferential treatment for any waiting lists to those parents and families.
- Part-time enrollments (MWF's, TTH's) are offered only as available when full time enrollment in a room is not fully utilized. Currently enrolled parents using part time positions will be given preference for the full time position before any new enrollments are accepted. Should the parent choose not to utilize the full time position, the part-time student may be disenrolled.
- I understand that my child will be provided all snacks and lunch served daily during their hours of attendance. Breakfast is served until 8:00 am for an additional \$7.50 weekly charge. My child will \_\_\_ will not \_\_\_ eat breakfast at the center.
- For infants, I understand I am responsible for any special diet required by my child. I will provide the food and formula daily to the center. All bottles and other containers will be clearly labeled with the Child's full name and dated.
- Kids R Kids O'Fallon requires all children to be compliant with Missouri required immunization guidelines **without** any exemptions accepted. This policy is meant to provide the greatest safety against disease transmission for the welfare and well-being of all children within the center. Late or "in progress" immunizations will be evaluated on a case by case bases.
- I understand that it is my responsibility to escort my child into the center and to the classroom or café and insure the teacher is aware of the child's arrival or departure. I also understand I will sign my child in/out at the computer each day. This is a safety issue regarding your child.
- Please leave all personal toys at home, naptime items that fit inside the child's cubby are allowed. Kids R Kids is not responsible for any lost or damaged personal property.
- Children at the Center may be photographed and/or videotaped as part of school activities.
- If my child needs diapers, I will provide whatever disposable diapers are required.
- My child has \_\_\_ has not \_\_\_ been potty trained.
- A clean change of clothes for any child up through the pre-k program must be in the classroom at all times. These clothes must have the child's name on each item.
- If I have not picked up my child by 7pm, and all attempts to contact the parents and other emergency and pickup contacts have failed, Kids R Kids will contact the Missouri State Police and the O'Fallon Police.
- I give my permission for the child listed on this application to participate in field trips sponsored by this center. I understand I will need to sign a permission slip for each field trip. (older children only)
- I understand that I must give two weeks written notice to the Director prior to the withdrawal of my child. Two weeks tuition may be charged if written notice is not provided to Kids R Kids.

I have read all of these policies and understand any changes to information submitted can only be made by the parent(s) that sign below.

Child's Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_



## ILLNESS AND MEDICAL POLICY

As related to illnesses and medication, I understand the following. KidsRKids is required to comply with strict Missouri regulations regarding illness and medical policies.

Sick children should not be brought into the Center and those who become sick during the day will be required to be picked up within one hour when the parent is called. Calls are initiated should the child have a fever, diarrhea, vomiting, or nausea. I understand that if my child is ill, including, but not limited to a severe cough or sore throat, undetermined rashes, congestion, runny nose, pink-eye, head lice, temperatures over 100 degrees, severe headaches, upset stomach, etc, that the child has to be removed from the Center. If removed, they may not return within twenty-four hours from being sent home. In the case of a communicable illness, a doctor's release may be required.

I understand that KidsRKids is not required by law to administer medicine, but, may do so as an accommodation to parents. We prefer that parents give medicine at home and that we are not asked to give medicines at KidsRKids. Should we make the accommodation, we will make every effort to administer medicine properly, however, you agree to hold us harmless regarding this matter. We administer medicines twice daily at 10:00 a.m. and 2:00 p.m. This allows your administration at 6:00 a.m. and 6:00 p.m.

State regulations require that all medicines are in their original prescription container or "over the counter" container, clearly marked with the identity of the medicine and a prescription number and/or written dosage to be administered and the child's name must appear on the container. We **must** have a doctor's note to administer any over the counter medications. Parents will need to fill out the Missouri Medication Authorization Form for every medication at the front desk each week. You agree to provide the Center with all necessary information pertaining to administering medicine to your child.

Should my child become ill during KidsRKids care or suffer an accident of any nature, the Center shall undertake to contact a parent or guardian immediately and shall be authorized to secure such medical attention, transportation, and care for the child as may be necessary. As the parent or guardian, I understand that any charges and/or costs incurred are my responsibility. KidsRKids uses your hospital of choice as the designated hospital. I understand it is my responsibility to keep the center advised on changes of address, phone numbers, and contacts

I will provide a current Missouri Immunization Form prior to enrollment and will update as required.

Child's Name \_\_\_\_\_ Parent's Signature \_\_\_\_\_



**Child Profile**  
Indicator 3.06 AdvancED

This profile will help your child's teacher get to know your child better. Your input will also help with your child's adjustment to their new classroom.

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Child's living arrangements: ( ) Both Parents ( ) Mother ( ) Father ( ) Other

Family Members in the household: \_\_\_\_\_  
\_\_\_\_\_

What is the primary language spoken in the home? \_\_\_\_\_

Please list any special accommodations needed to most effectively meet your child's needs while at this school:

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

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

\_\_\_/\_\_\_/\_\_\_  
Date



## KIDS R KIDS MEDIA RELEASE FORM

By signing below, I hereby authorize Kids R Kids in O'Fallon, Missouri to publish photographs and/or videos taken of my child for use on the company's website, FaceBook© pages, Instagram© page, Google+ page, other social media outlets, and/or any printed publications.

When photographs and/or videos are used for publicity purposes, children are NEVER identified by name. All photos used for publicity will be available for you, the parent, to review upon request. In addition, upon review, parents reserve the right to request in writing that a particular photograph and/or video not be used for publicity.

I release Kids R Kids from any expectation of confidentiality for my child and attest that I am the parent or legal guardian of the child listed and therefore have the authority to authorize Kids R Kids to use their photograph and/or video for any promotional materials.

Child's Name (please print):

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Parent/Guardian Name (please print):

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Parent/Guardian Signature:

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## REVOCATION OF MEDIA CONSENT

I DO NOT authorize photographs and/or videos of my child to be taken and use for publicity purposes. I hereby DO NOT authorize Kids R Kids in O'Fallon, Missouri to publish photographs and/or videos taken of my child for use on the company's website, FaceBook© pages, Instagram© page, Google+ page, other social media outlets, and/or any printed publications.

Child's Name (please print):

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Parent/Guardian Name (please print):

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Parent/Guardian Signature:

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





### Topical Ointment and Cream Authorization

All topical ointments and creams must be current, in its original container and labeled with the child's full name. Follow state guidelines for new authorization.

Child's Full Name: \_\_\_\_\_ D.O.B. \_\_/\_\_/\_\_

Classroom: \_\_\_\_\_

Dates: Start \_\_/\_\_/\_\_ End \_\_/\_\_/\_\_

\_\_\_\_\_ Sunscreen

Product Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_ Insect Repellent

Product Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_ Non-Prescription ointment (such as Diaper Cream)

Product Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_ Other (Please specify)

Product Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Product Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Specific Terms of Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

***Center Use Only:***

Disposal of Leftover Topical Ointment/Cream:

- Returned to Child's Parent/Guardian
- Discarded

\_\_\_\_\_  
Authorized Person's Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



## **Welcome to the Infant Room!**

Dear Parents/Guardians,

Here at Kids R Kids, it's our philosophy that all children should be hugged first and then taught. Infants age six weeks through one year are tremendously demanding and each infant has different needs and each need must be met.

We are constantly monitoring each child to ensure proper feeding, diaper changing, nurturing and that every need of your child is met.

Our Infant rooms have a warm, loving environment that gives these children a safe and secure feeling which then helps in transition of the physical separation from their parents during the day.

Please take a moment to read over the policies and supply list of what is needed for the infant room.

### **Policies:**

\*A ratio of 1:4 is maintained throughout the day with a maximum of eight infants in the room.

\*Child's specialized instruction sheet must be filled out monthly or as needed to accommodate any changes in your child's diet requirements.

\*All bottles will need to come in to the center pre-mixed and each bottle labeled with your child's name and date on them. Bottles can only be heated once. If a bottle is not used within one hour, the bottle will be discarded.

\*We follow the recommendation of SIDS sleeping practices for infants. ALL infants are placed on their backs to sleep. If you would prefer to have your child placed on their stomach to sleep or the mattress elevated, we would then require a doctor's note to be kept on file. We also require every child to sleep in a sleep sack until they turn one (no blankets will be used in their cribs).

\*Children will only be allowed to sleep in their cribs. Children may not sleep in bouncy seats and swings.

\*Diapering is a very important part of your infant's day. We strive to make the experience as easy and calm as possible. Gloves are used for every diaper change and completed with proper sanitizing of the table to ensure a sanitary environment.

\*Toys are bleached continuously throughout the day to ensure the health and safety of the children.

\*We even use curriculum in the infant room! This allows the children opportunity for exploration of their environment and many hands on experiences.

### **Supplies:**

\*Bottles pre-mixed, labeled and dated with your child's name.

\*Baby food/Cereal are labeled and dated with your child's name.

\*Extra change of clothes

\*Extra pacifier (if used)

\*Diapers labeled with your child's name (package)

\*Wipes

\*Diaper cream

\* Two sleep sacks (non-swaddle) - one to be used and one for back-up

Kids R Kids wants to provide parents and their children the best nurturing, caring and wholesome environment; where they can grow, learn and have a sense of security.

At any time that you have questions, please feel free to ask the teachers or administrators.



## Kids R Kids Infant Safe Sleep Policy

The following Safe Sleep Policy was developed in accordance with Caring for Our Children standards of SIDS reduction. A copy of which is on file at KRK or can be found at [www.nrckids.org](http://www.nrckids.org).

Infants (children ages 12 months and younger) will always be placed flat on their backs to sleep at KRK. If an infant is able to rollover, they will be laid down to sleep on their back then allowed to adopt whatever position they prefer for sleep.

Infants will not be swaddled with a blanket. We ask that if you need your baby covered up in the crib, we only use "sleep sacks" that you provide, not blankets.

Infants will not be allowed to sleep anywhere but in their cribs. They will be moved to their cribs immediately if they fall asleep in another location.

Nothing will be placed in the crib around the infant. This includes pillows, quilts, bumpers, boppy pillows, stuffed animals, or sleep positioners. No objects will be placed under the crib. The mattress will remain flat.

In order to deviate from this sleep policy, a note is required from the baby's doctor detailing the sleeping specifics for that child.