

# Parent/Guardian Statement of Acceptance of CKIS Policies

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

We hereby affirm that we have read this Handbook of Policies for Parents. We agree to the terms set forth, including the following items:

## Payments

- \_\_\_\_\_ To pay tuition via ACH in advance of childcare services on, or before, the Monday they are officially invoiced. Cash, checks, and credit cards are not accepted.
- \_\_\_\_\_ To pay the \$1.00 per minute late fee after the center's seasonal closing time for a late pick up on our next invoice.
- \_\_\_\_\_ To pay the \$7.00 per child, per day change in schedule as needed on our next invoice.
- \_\_\_\_\_ To pay the prorated fee of \$10 per extra hour needed in the AM or PM outside of our normal schedule.
- \_\_\_\_\_ That our Tuition remains the same even for days we are absent for illness or vacation.
- \_\_\_\_\_ That Tuition increases can happen at any time with 2 weeks notice, but usually January 1st of every year.

## Vacation

- \_\_\_\_\_ To email in advance to use Vacation Days, that **must be used all in the same week.**
- \_\_\_\_\_ That 1 week of Vacation Credits are earned after 12 mo. & 2 'weeks' after 30 mo. of consecutive attendance  
*"One week" means your child's normal number of days scheduled, Monday through Friday .*
- \_\_\_\_\_ That earned Vacation Credits are applied on the invoice after a vacation taken.

## Paperwork

- \_\_\_\_\_ To update the CK Office by email with any new contact, doctor, address, medical & vaccination updates asap.
- \_\_\_\_\_ To provide an Emergency Contact in case we are unable, for accident or natural disaster, to pick up our child.  
*A playdate parent, neighbor, co-worker, friend from church, another parent from the center, etc.*
- \_\_\_\_\_ To sign in Attendance sheets at arrival & picking up when our child is no longer in their Tia's care.  
*To help us know exactly when we need to have Tias scheduled and for how late & who is actually present for emergencies.*

## Scheduling

- \_\_\_\_\_ **That CK is CLOSED on:** New Year's, Memorial Day, July 4th, **Thurs & Fri before Labor Day**, Labor Day, Thanksgiving, Black Friday, & Christmas. If the Christmas or New Year's falls on a Sat., we'll be closed the previous Friday. If it falls on a Sunday, we'll be closed that Mon. We'll be open on Christmas Eve & New Year's Eve when they fall during the work week.
- \_\_\_\_\_ To call CK in advance when we need to pick up early or pick up past our normal schedule.  
*So that extra staff & scheduling can be arranged or adjusted to care for children*
- \_\_\_\_\_ To notify CK if our child will not be attending for illness other vacation in advance  
*To help us in our staff scheduling and availability for emergencies*
- \_\_\_\_\_ That Make-up Days for part-time families must be requested in advance and **at times may not be available.** *This applies to holidays and missed days.*  
Tuition will not be adjusted or eliminated for days CK is scheduled to be closed.
- \_\_\_\_\_ That my child will move up to the next room based on many factors, including: the Annual September vacancy shift, availability, developmental readiness, and age. Below are age specific milestones we are looking for.

<i>Catarinas (12-24 mos.)</i>	<i>Readiness for 1 nap &amp; ability to walk</i>
<i>Mariposas (24-38 mos.)</i>	<i>Sturdiness and speed in mobility; verbal command comprehension</i>
<i>Pajaritos (30-48 mos.)</i>	<i>Ability to use potty/follow the Tias directions for the group</i>
<i>Bubos (42-60 mos.)</i>	<i>Ability to follow directions independently.</i>

## Classroom Needs

- \_\_\_\_\_ To label everything including, and especially, shoes, jackets and winter gear  
*Shoes are often very similar. Different family members picking up may not recognize the right shoes.  
AM and PM Tias are different and need help keeping track of correct shoes.*
- \_\_\_\_\_ To send my child in clothing and shoes that I find acceptable to get dirty from outside soil, paint, or tears while adventuring. CKIS centers are for fun, not for a fashion show. Keep the baby Air Jordan's for weekends with the grandparents.
- \_\_\_\_\_ To keep midribs, shoulders fully covered for safety while climbing or rolling during play and greater tolerance of air conditioning.
- \_\_\_\_\_ To provide a variety of healthy breakfast and lunch foods sufficient for our child(ren) each day.  
*Staff will help w/ ideas if your child seems to be a picky eater & send home extra food so that parents know how much is eaten.*
- \_\_\_\_\_ That Lunch boxes should come from home w/ an ice pack for cold food items and a Water bottle labeled with child's name.  
*Please save Gummies, cookies, chocolate pudding, juice boxes , etc. for home or car rides.  
These items negatively affect the lunchtime group as a whole who see a 'dessert' and no longer want their own healthy lunches. They are often detrimental to a child's energy level and self-managing behavior.*

