

Parent Policies

Parents are responsible for payment of fees on time. A late fee of \$10.00 will be added to accounts not paid within (2) days of the due date. Weekly tuition is due at the beginning week on Monday.

Full weekly tuition payment shall be paid regardless of absenteeism. In cases of extended illness, the director must be notified and each individual situation will be considered at that time.

If you choose to withdraw your child/children from our program, our center requires a two-week notice.

Our center recognizes 9 holidays we close our center each year:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Day After Thanksgiving
Memorial Day	Week of Christmas
July 4th	

Holidays are considered as an "absent" day as far as tuition is concerned. No reduction in rate shall be taken for holidays, except the week of Christmas. The week of Christmas is considered your free "vacation" week.

Weather Closings

Kid's Connection will follow the Murfreesboro City School weather closing schedule.

I understand that:

- A. I must enter into the building with my child each day no later than 10:00am and make certain my child's teacher knows he/she is present. Older siblings are not to bring in or pick up children.
- B. A designated responsible adult, or I will enter the building to pick up my child(ren) and inform the teacher we are leaving.
- C. According to DHS (Department of Human Services), The Kids Connection staff; have the right to withhold a parent/guardian from picking up a child from our facility. If the parent/guardian displays behavior that we feel could put the child at risk.
- D. According to DHS, no one, including parents, can administer corporal punishment on the grounds of Kid's Connection.

Keep your child(ren) home with the following symptoms: Fever, Diarrhea, or vomiting within the previous 24-hour period.

All children need a complete change of clothing, a blanket, and a sheet at the center at all times. The child's name needs to be on all items. We try to keep items in each child's cubby; however the center cannot be responsible for lost or stolen items.

Parents must inform the Director of changes in address, phone numbers, employment, emergency information, or any changes in family situations.

Parents are expected to pick up children before closing time at 6:00pm. There will be a late fee of \$5.00 for every five minutes past 6:00pm.

Kid's Connection Rule on Medicine:

Only prescription medication that is required to be given for life threatening emergencies may be administered by K.C. Supervisor (EpiPen or inhaler.) All medication must be in the original prescription container with the doctor's written instructions on the label. This must be accompanied by K.C. medicine form that has been filled out and signed by the parent. Medication may only be dropped off in the office or the kitchen and never left in the classroom.

The agency serves children ages 6weeks to 12 years.

The agency has full-time for infant 6week-15months and offers full-time and part-time for ages 15months and 12 years.

The agency will provide care on part-time basis provided the child can be paired with another "part-time" child.

This agency cares for children between the hours of 6am-6pm.

This agency does not provide transportation.

This agency gives priority to serving siblings or currently enrolled children.

This agency gives priority to serving children of its staff members.

This agency will not discriminate against a child with a handicapping condition (disability) solely on the basis of the handicapping conditions (disabilities) whenever possible. Any eligible applicant with special needs or handicapping conditions (disabilities) will be enrolled in the program, if, after careful evaluation of the child's care needs and the agency's capabilities to meet these needs, it is felt that the child can participate in and benefit from the program/services this agency offers and the agency can make reasonable accommodations to provide safe care to this child as well as to the other enrolled children should this child be enrolled.

This agency has a trial period for enrolled children. The agency reserves the right to request the withdrawal of a child during or after the trial period if one or more of the following conditions exist: (1) the child is not participating in or not benefiting from the program; (2) there are no reasonable accommodations this agency can make to provide adequate or safe care for this child; (3) there are not reasonable accommodations this agency can make to provide adequate or safe care to enrolled children due to the needs of this child. The decision of withdrawal is made at the discretion of the director.

This agency will not discriminate against a child or parent on the basis of race, color, or national origin in any of its policies, services, or practices.

I agree to abide by these rules and regulations.

Date: _____

Parent/ Guardian Print Name: _____

Signature of Parent/Guardian: _____