

Kidz life Director:
Paul Kongable



Parent Policy and Procedures Handbook

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Dear Parents,

Thank you for giving us the opportunity to assist you with the care of your child at Kidz Life. It is indeed a privilege to invest in the lives of children in our community. We at Kidz Life and Bartow First Assembly are committed to ministering to your family.

Kidz Life, a ministry of Bartow First Assembly, is dedicated to creating a Christian atmosphere for your child. The core values and character lessons taught from a Christian perspective are of the highest quality with the goal of helping to develop your child into an honorable young adult. With this in mind, we have weekly chapel services, homework help, daily story time and read-alouds, interactive games, arts and crafts, free play, and healthy snacks.

Your child's safety is our top priority. All vehicles which are used to transport children are inspected yearly for safety and all drivers undergo safety classes prior to driving our vehicles. All of our staff must complete background checks and fingerprinting; along with childcare courses provided by the Department of Children and Families. In all circumstances, we understand that communication with parents is key, and we will strive to maintain an open line of communication with you.

Kidz Life is a tool you can use in your child's growth and development. We look forward to partnering with you in caring for your child and consider this partnership the beginning of a life-long friendship. If you have any further questions please feel free to contact me.

Paul Kongable
Kidz Life Director

Kidz Life Policies and Procedures

Hours of Operation:

2:00 pm to 6:00 pm (School Days)

7:00am to 6:00pm (School Holidays and Summer)

Drop off and Pick Up:

When dropping off your child at Kidz Life, both the parent and the child will enter the building and the parent will sign the sign-in sheet. A sign-out sheet is provided for parents to fill out each day when you pick your child up.

Only approved individuals which are listed on the child's Kidz Life application will be allowed to pick up the child. If a different person must pickup the child on any given day, written notice from a parent must be provided in advance. (A phone call will not suffice as giving a person permission to pick up your child.) Written notice of a pick up change can be provided by emailing kidzlife@bartowfirst.com and providing the information of the person who will be picking up your child.

Summer Field Trips:

Field Trips are full of fun and education. Parents must sign the field trip permission form for children to participate on these trips. Please be aware that field trips can be cancelled or changed with very little notice. These situations tend to be outside of our control at Kidz Life.

Medicine and Illness:

Medicine will not be administered to children unless a Medication Administration Form is on file with kidzlife.

If a child is sent home because of illness you must keep him/her home for 24 hours or bring a doctor's note stating that the child is not contagious.

School Holidays:

Holiday Day Camps are offered throughout the year on public school holidays. Fees for these camps will be \$10 a day. Please refer to the School Calendar in this handbook for those dates. As these holidays draw near more information will be made available for parents.

Please provide a lunch for your child on Camp days unless otherwise stated. We will provide morning and afternoon snack. Please note we cannot heat up or refrigerate your Child's lunch, please pack it in an insulated lunch box.

Kidz Life Tuition and Late Payments

Registration:

The registration fee for Kidz Life is \$40.00 per child per term (school year and summer).

Tuition:

School Year: \$50

Summer: \$100

Kidz Life tuition payments are due each Monday by 6pm regardless of vacations and absences. This fee is a weekly charge and must be paid each week your child is enrolled.

Late Tuition:

Each child will be charged \$3 for every business day that tuition is late. (For example, if tuition is paid on Tuesday there would be a \$3 fee, Wednesday would be a \$6 fee, etc.) This fee is charged in addition to the standard tuition rate. Tuition payments which continue to go unpaid will continue to accrue a \$3 fee until the payment is made.

****If tuition payment is not made by Friday at 6pm of any given week, Kidz Life will not be able to pick up the child on the following Monday. There are no exceptions to this rule. We will contact both parents by phone, email, and a hardcopy on Friday to advise what will take place should the payment not be rendered when the child is picked up later that day.****

Therefore, if no payment is provided to Kidz Life, we will be unable to pick up your child until the overdue tuition is paid and the next weeks tuition is paid as well. In addition, once payment is made we will not be able to pickup your child until the following school day.

Example: You bring your child to Kidz Life the week of the 1st through the 5th however you fail to make the tuition payment which was due on Monday the 1st. Kidz Life will not be able to pick up your child on Monday the 8th. If you bring your tuition payment on Tuesday during the day the cost would be \$118 (\$50 for the week of the 1st - 5th + \$18 for 6 days overdue + \$50 for the week of the 8th - 12th). If this payment was made on Tuesday, Kidz Life would resume picking up the child on Wednesday regardless of what time on Tuesday the payment was made.

Additional Fees:

\$2 per minute per child will be applied after 6 p.m.

\$20 processing fee will be applied to any checks returned for Non Sufficient Funds

\$10 per day for school holidays.

Discounts:

\$5 weekly discount for each additional child. (For example, After School tuition for 2 children would be \$95 a week, for 3 children the cost would be \$140, etc.)

Vacations:

During the school year, your student is allowed two weeks of vacation time: one week during the first school semester and one week during the second school semester. You must inform Kidz Life at least one week in advance of your planned vacation. Any other time missed will be charged full tuition.

During the summer, your student is allowed one week of vacation, and Kidz Life must be notified at least one week in advance. Any other time missed will be charged full tuition.

We understand that some of these policies are new to Kidz Life. Should you have any questions, please feel free to contact us and we would be happy to address any concerns you may have.

Kidz Life Discipline Guidelines

Discipline is guiding and teaching a child to behave appropriately. Compliance is by setting limits, giving choices, and redirecting and/or correcting behavior. Each child's self esteem is supported so he or she develops socially, emotionally, and spiritually in order to build a foundation of respect for God and people.

Discipline at Kidz Life will never include physical punishment, verbal abuse, emotional abuse, "rough handling," or withholding food or sleep. Therefore,

1. Children shall not be subjected to discipline, which is severe, humiliating or frightening.
2. Discipline shall not be associated with food, rest, or toileting.
3. Spanking or any other form of punishment is prohibited.

Age appropriate, constructive disciplinary practices are used for children at Kidz Life and follows the below sequence:

1. Verbal warning and discussion with the child about appropriate behavior
2. "Think time" during which the child has a quiet place to think about the inappropriate behavior
3. Meeting with the Kidz Life director to discuss appropriate behavior and expectation of compliance
4. Consultation with parents to seek answers or understanding of the problem
5. Suspension

The following is the discipline policy of Kidz Life:

1. Don't be a space invader – respect other's space/property
2. Be kind and respectful
3. Obey and cooperate

I (Parent or Guardian) support the Kidz Life discipline policy.

Parent's/Guardian's name (Please print)

Parent's/Guardian's signature

Date

Dismissal of your child from Kidz Life

Your child may be dismissed from Kidz Life for the following reasons:

1. Your child is repeatedly picked up after 6:00 p.m.
2. Tuition fees are repeatedly delinquent or not paid
3. Verbal or physical abuse of the staff by the child or parents/guardians
4. Lack of support for the Kidz Life staff by parents/guardians

It is imperative that the parent or guardian cooperates with all guidelines set forth by Kidz Life. A parent, guardian or other adult may be denied access to Kidz Life, and your child may be dismissed, for any of the following reasons:

1. Intoxication
2. Foul language, verbal or physical abuse towards others
3. Inappropriate identification
4. Refusal to sign legal documents including sign-out sheet, accident or incident reports

Electronic devices

At Kidz Life, we understand that some children have phones so they can stay in contact with their parents, and this would mean they would bring their phones to Kidz Life. Phones, tablets, and other electronic devices are allowed at Kidz Life. However, should your child choose to take them out and play with them during Kidz Life hours then that is between the child and the parent. It is the child's responsibility to keep track of their property.

Kidz Life will not be responsible for lost, broken, or stolen electronics or property.