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Kidz Inc. Child Development Center

Location: Archie
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KIDZ INC.
PRESCHOOL & CHILD DEVELOPMENT CENTER

Welcome to Kidz Inc. Child Development Center

Thank you for choosing Kidz Inc. Child Development Center. You have made your first and best investment in your child's education. We are looking forward to your family joining the "Kidz Inc." family. Please take some time to read this information so you can have a better understanding of what you can expect from us and what is expected of you.

History of Kidz Inc.

Kidz Inc. was founded in 2008 by Lisa Vescovi. In November 2023, Kidz Inc. was purchased by Brandon and Tana Betts. Tana operates the center's daily business. The center's are focused on developing and educating children 0-12 years of age. The Pleasant Hill center is over 10,000 square feet and sits on 1 acre of land. The center is licensed for 145 children and employs approximately 30 people. The Harrisonville center has three classrooms that are licensed for 52 children and employs approximately 12 people. The Archie center has three classrooms that are licensed for 49 children and employs approximately 7 people.

Philosophy

Kidz Inc. is an early childhood development program integrated with the convenience of day care. Our Kidz Inc. family consists of these facets: The children, their families and the teacher/staff. Our program values each of these facets equally and is devoted to their development. We also recognize and value our role in the community.

Children

Kidz Inc. Child development program focuses on enriching children in each area of development, at their individual pace.

Families

We are committed to meeting the needs of the families of the children who attend our center and believe that parents are a child's first and most influential teachers. By supporting and educating them we will have improved the life of the child.

Teachers & Staff

I'm committed to our teachers and staff. We strive to meet their needs as individuals as well as develop them as teachers. We believe that providing a supportive and professional environment will enable teachers to be happy and productive. This will ensure their longevity and provide your child with stable and loving relationships.

Owner - Tana Betts

Director - Trinady Powell

Community

We are committed to bettering our community and teaching children the importance of community involvement. In addition, it is our goal to raise awareness of the importance of positive early childhood experiences.

Kidz Inc. Team

Our team at Kidz Inc. Child Development Center will be excited to meet you and your child. Our staff is screened utilizing an extensive background check. Their combined years of experience and education ensure a professional and stimulating environment. Each team member will be certified in infant and child CPR as well as first aid. The Kidz Inc. Team is committed to meeting the needs of our families and exceeding their expectations.

Mandated Reporters

Each member of the Kidz Inc. Team is a mandated reporter. Missouri state law requires every staff member to report any suspicions of abuse or neglect to the child abuse hotline.

Program Descriptions

Placement

Kidz Inc. Child Development Center reserves the right to arrange placement of children in classes based on factors other than chronological age. Children usually spend a full school year in the class which they begin at the start of the school year. A child will move to the next class when the teacher and administration feel that it is in the child's best interest and a spot in the next class is available to them.

Kidz Inc Classes

Infant

Age: 0-12 months. Our program for infants is based on the latest brain research. We know the importance of stimulation at this early age. These children are stimulated with a variety of music including children's and classical. The teachers read to them often. They are given many objects to sense by means of touch, taste, smell, hear and sight which promotes the development of the brain. Our infants will also be introduced to sign language as early as five months. Sign language is used in cooperation with verbal language. Studies have proven that children exposed to sign language increase their verbal skills dramatically. Each infant will receive plenty of individual time which includes language communication, stretching, exercises and infant massage. These children will be provided with lots of love and encouragement in developing their new skills. The ratio of children to teachers is 4 to 1 with a maximum class size of 8. Diapers are routinely changed every two hours and at any indication of a bowel movement. They will be fed according to their individual schedule and parent specifications. We also support breastfeeding. The teachers will partner with the families to ensure continuity between

home and school. The parents will be informed daily of their child's activities through an app called Brightwheel.

Toddler

Age: 12-24 months. There are many skills acquired at this stage of a toddler's development, as well as their desire for independence. Our program focuses on developing these new skills while fostering the child's need to do for themselves. The children begin to feed themselves with utensils, use sippy cups, drink from a straw, sleep on cots and complete small tasks, such as putting away a toy. They are stimulated with a variety of activities to satisfy their short attention span. The toddler class includes lots of physical exercise to increase their large motor skills and introduces smaller manipulatives to increase their fine motor skills. Excellent early childhood development toys provide vital stimulation in developing these fine motor skills as well as the brain. Stimulation continues through this stage and additional emphasis is focused on language development. This development is achieved through music, children's books, peer interaction and sign language. Sign language is introduced as early as 5 months and will be reinforced in all our classrooms. The learning environment is designed to enable the children to develop in a "safe and soft" atmosphere. This exceptional development program is integrated with first rate care for the toddler. The child to teacher ratio is 4 to 1 with a maximum class size of 8. Parents will be informed of the child's day through an app called Brightwheel.

Preschool

Age: 2-3 years. The program for two and three-year old children provides many stimulating activities to facilitate their development. We will do many "hands on, mind on" activities which include sorting, counting, marching to music and painting. Our program addresses every area of the child's development. The environment is rich with developmentally stimulating toys to help facilitate their development. Our curriculum, along with many other manipulatives, is used to promote fine motor skills and math concepts. We help children build their language skills by speaking with them and reading a lot of books. We will continue to assist these children in their quest for independence by fostering other life skills, such as: learning to dress themselves, put away their things, drink from an open cup and clean up their area from meals. Children may participate in class celebrations with special guests. The child to teacher ratio is 8 to 1 with a maximum class size of 16. We focus on potty training. Our potty training policy will be given on the students first day of class. Parents will be informed of the child's day through an app called Brightwheel.

Before and After School Program

The before and after School Program is an exceptional program which caters to the needs of today's families. Children are provided breakfast, transportation, a nutritious snack, group and individual activities as well as homework time with a teacher available for assistance. Parents must notify us if their child will be absent or picked up by another

source. The Pleasant Hill School District will not provide transportation when school has been canceled due to inclement weather, however, we do provide care for your school-ager on these days for an additional fee.
We do provide care for children enrolled in our Before and After School Program on scheduled days off, early release days and late start. Any day your child attends when their school is not in session or has an early dismissal and needs to eat lunch at the center is considered a "Full Day." Any day a child has an early dismissal, but does not need to eat lunch at the center is considered a "Half Day." There is an **extra fee** for these days and parents must give a **one week notice** to the center on these days (not including snow days). This is crucial in planning meals, activities and staffing. **Families are financially responsible for all the days they notify us that their child will be attending. Your child will not be accepted into care if the one-week notice is not given.**

Personal electronic devices are not allowed. If your child brings their electronics without your knowledge we are not responsible for any damaged, lost or stolen items. It is too hard to manage what the children are watching/playing.

Camp Kidz Inc.
Our full day Summer Camp is an exciting and eventful way for your school age child to spend their summer. Children must have completed Kindergarten to attend Camp Kidz. Our program will focus on FUN and academic enrichment. Our calendar is packed with fun activities your child will enjoy. These activities will include sports, crafts, parties and special guests.

Program Components

Sign Language
Sign language is used in cooperation with language, not only to build their verbal capacity, but also providing children an alternative means to communicate their needs. Children start as early as 6 months and could be able to sign for basic everyday needs. By the time they begin school they are exposed to the alphabet, vocabulary, and songs. Sign is taught utilizing games, worksheets, and creative activities.

Music
Music is integrated into every aspect of our curriculum. The children sing, play instruments, dance, march, and clap their hands. Music is also a part of our daily curriculum.

Potty Development
Potty development is an important period in the development of all children. No two children will do it the same. We plan lots of flexibility and patience into our potty development program. Children are introduced to the skills needed to achieve independent toileting at their own pace and then taken potty on a regular schedule. It is

important that the parent and teacher communicate about the child's pottying habits. They must work together to achieve independent toileting. Parents are given information through Brightwheel in reference to the child's potty progress. Parents need to dress their children in clothing they can pull up and down easily. This decreases the likelihood of accidents due to difficulties in getting their pants down. Your teacher will let you know when it is time for underwear. We prefer multiple pairs of underwear instead of pull-ups. Moving to the next step too soon causes a sense of failure in the child and a lot of unnecessary work for the teacher. Please remember to keep your child stocked with extra clothes as we cannot change them if they do not have extra clothes.

Birthdays and Celebrations
All holidays are celebrated at Kidz Inc. Children learn about other cultures through experiencing their holidays. We encourage families to help us make these celebrations more authentic by sharing their own cultural experiences with us.

All children's birthdays are celebrated at the center (if not told otherwise). Parents may send treats for the entire class. Treats must be commercially prepared and appropriate for the age of children in the class. Teachers can assist you in choosing appropriate items. It is important to let your child's teacher know what you are planning prior to that day. Please make other arrangements for their distribution.

ASSESSMENT & DOCUMENTATION

Documentation
We document the progress of every child in the center using pictures, work samples, and written samples of their language. This information will be used to help assess your child's development and to plan curriculum to further their growth. It is also used to make the child's daily activities visible to the parents.

Back to School/Meet the Teacher
We will be hosting a Back to School Night the first Thursday in August. This will give your child a chance to meet their teachers and see the room they will be moving to the following week.

Hours of Operation

Kidz Inc. Child Development Center will be open from 6:00 am until 6:00 pm Monday through Friday. While we are open from 6:00 AM to 6:00 PM, please note that, per facility rules, children cannot remain in our care for more than 10 hours per day.

Holidays & Center Closures

The center will be closed on the following days:

- **New Year's Day**
- **Good Friday**

- **Memorial Day**
- **Independence Day**
    - **If Independence Day falls on a Thursday; we will be closed that Friday too.**
    - **If Independence Day falls on a Tuesday; we will be closed that Monday too.**
- **Labor Day**
- **Thanksgiving Day**
- **The day after Thanksgiving**
- **The week of Christmas we will be closed for a full week.**
    - **Ex. (12/21/2026 - 12/25/2026; 12/20/2027 - 12/24/2027; 12/25/2028 - 12/29/2028; 12/24/2029 - 12/28/2029; 12/23/2030 - 12/27/2030)**

The center will be closed **early** on the following day:

- **Halloween - Closing at 5 pm every year.**

Tuition for those weeks will not be prorated. If a holiday falls on a Saturday, we will be closed the Friday before. If a holiday falls on a Sunday, we will be closed the Monday after.

Bad Weather

Kidz Inc. typically does not close due to inclement weather but in situations that may pose a threat to those traveling and the weather is severe please check Brightwheel for information regarding closings.

Arrivals

Your child may be dropped off any time after 6:00 am. We **require** all children to be dropped off **no later than 9:00 am** so they do not miss any of their class activities. We start our curriculum at 9 am. When children arrive late it disrupts the entire classroom and it's hard to get everyone back on track. Please call or send a message on Brightwheel before 9:00 am if your child will be late or absent that day. (Continuous late arrivals could result in termination of enrollment.) Children who are not present and are not called in by 9:00 am will not be counted in the lunch count and **will not** be accepted into care.

Parents are required to walk their child/children to their classroom and make sure their teacher acknowledges their arrival.

Signing In

Your child **needs** to be signed in and out every day. This is the only way to keep an accurate count of our children. Each person who brings or picks up a child (three times or more per week) should have their own four digit code. DO NOT SHARE YOUR CODE! When an authorized person without a code needs to bring or pick up a child, they must see the person at the front desk. This staff member will enter the child as in or out.

Please follow these steps when dropping off:

- Enter through the gate.
- Walk your child/children and their belongings to their classroom/building.
- Enter your four-digit code into the tablet.
- Press the button by the child's name that you are signing in so it reads that "Jane is in".

Separation Anxiety

There are some mornings when the child can be clingy and upset. We ask that you hug and kiss your child, assure them you will be back that day, and then leave. All children must be dropped off in their classrooms. Children are usually fine within a few minutes. Prolonging the goodbye makes this harder on the child and the parent. We encourage parents who wish to call do so between 1 pm and 2:30 pm or send a message to their teachers through Brightwheel.

Departures

Authorized persons:

Your enrollment form has a place to list authorized persons to pick up your child. Please remember to carry identification with a picture, as you may have to show it before the child will be released into your care. In the event that you need someone to pick up that is not on the list, you must send an Admin Message on Brightwheel. In the event of an emergency, you may give verbal permission on the phone. The director or owner will ask for personal identification in an attempt to verify your identity. Persons authorized to pick up must be at least eighteen years of age.

Identification

Proper identification is required for all persons authorized to pick up and to drop off. Proper identification includes a valid driver's license, state issued identification, or military identification. This identification must be presented as you enter the center. KIDZ Inc. reserves the right to deny access or release a child if proper identification is not shown or if management deems the situation not in the best interest of the child.

Signing Out

Please follow these steps when picking up…

- Go to your child's classroom to get your child and their belongings (we prefer you start with the youngest child and work your way up).
- Enter your four-digit code into the tablet.
- Press the button by the child/children you are picking up so it reads "Jane is out".

ONLY PARENTS ARE ALLOWED IN THE INFANTS/TODDLER ROOM. SIBLINGS ARE NOT ALLOWED. SHOES ARE NOT ALLOWED PASSED ENTRY RUG. PLEASE SLIP OFF YOUR SHOES IF YOU PLAN TO WALK INTO THE CLASSROOM.

Late Pick – ups

We close at 6:00 pm. We expect your child to be picked up no later than that. We understand that there may be circumstances that cause you to be late; however, please have a backup plan for those days. Any child left past 6:00 pm will be charged a late fee of $1.00 a minute per child. Continually leaving your child at the center after closing may result in termination of your child's enrollment.

Meals

Children on table food will be served breakfast, lunch and afternoon snacks. Breakfast is served at 8 am for the Infant and Toddler Rooms and 8:30 am for the Preschool and Pre-K Rooms. Our menu was designed to include all the nutritional requirements set forth by the Missouri Department of Health.

Children who are not on table food need to supply their food on a daily basis. As mandated by the Department of Health, all food items must be brought into the center in their original container. Food that has already been opened will not be accepted into the center. Any unused food will be sent home each night.

Rest Time

All children in the center will have a scheduled rest time each afternoon besides the infants. Licensing rules require children to stay on their cots for 30 minutes. Children are not required to sleep during this time however it is a quiet time so others may nap. Your child may be given books or other quiet activities to do on their cot during this time. Parents will supply a blanket sized appropriately. **Sleeping bags and large blankets are strictly prohibited.**

Outside Time

All children in the center will go out daily if the weather permits. The temperature must be **above 32 degrees and below 95 degrees**. We will not go outside if it is raining, lightning, or if there is a storm or heat warning. We will also consider air quality when determining if outside play is appropriate. Outdoor field trips will be canceled if that day's weather does not fall within these guidelines. Parents who do not want their child to go outside due to a medical issue must have a physician's note stating they have an ailment which inhibits them from going outside. This note must include the dates the child needs to stay inside.

Indoor Play Area

In times of inclement weather, we have adequate space for an indoor play area so the children will be able to have physical activity every day.

PREPARING YOUR CHILD FOR SCHOOL

Dress Code

Please send your child in comfortable clothes that they may feel free to get dirty. We learn through making messes. Your child **must wear tennis shoes everyday** whether we

will go outside or not. Children **WILL NOT** be accepted into care if they are not wearing tennis shoes. This is for their safety. Be sure to send a jacket or a coat as we will go outside almost every day. If the weather is 32 degrees or above, we will go outside and if the heat index is above 95 degrees we will not go outside. Please dress according to the weather. We are not responsible for any damage to children's clothing.

Extra Clothes

Every child will **need** to have **two FULL changes of clothes** at the center. School age children attending Kidz Camp need to keep an emergency set of clothes at the center. A full change of clothes includes underwear, socks, shirt, and pants (or dress). We will keep children's clothes in their cubbies. We will send soiled clothes home in a bag with a note. Please remember to send another set the next day. Parents will be required to bring extra clothes to the center immediately if the child needs a change of clothes and does not have them. Please check to make sure the extra clothing is appropriate for the current season.

TOY POLICIES

All toys brought from home into the center will be **considered a donation**. Thank you for not sending toys to the center.

FAMILY INVOLVEMENT

Our program depends on the involvement of families in our program. There are many ways to be involved in our program. Families may volunteer for a field trip and bring treats for a party. The most important way to participate in the program is by making sure your child has everything they need to ensure a great day at our center and by spending time in your child's classroom to see what they have been busy exploring.

Parent Communication

You will receive information pertaining to your child's day, development, and upcoming events. It is important to read all of the information on parent communication boards, Facebook or Brightwheel. It is important to check your child's cubby/folder everyday. Checking your Brightwheel messages daily is encouraged so that your child will not miss out on any activities or deadlines. This will contain notes pertaining to your child's day, development and anything they will need the following day (diapers, extra clothes¸ etc.) It is equally important for the parent to inform the center of all pertinent information regarding your child. We should know of major changes in your child's life (moving, divorce, new baby, etc.) as well as injuries and illnesses suffered at home. This will enable us to keep a close eye on your child during these times so we may share with you our observations. Please be sure to communicate any changes in addresses, phone numbers, or work so we may update your file.

Custody Issues

Families dealing with custody issues must provide proper documentation relative to the legal agreement. Kidz INC. does not permit any families to use our facilities as a visitation site.

POLICIES ON BEHAVIOR

Kind and Loving Friends

We encourage children, families, and teacher/staff to make choices based on being a "kind and loving friend". A kind and loving friend is someone who respects themselves and others. This is a simple way for families to establish expectations that we are congruent with those of our center.

Discipline

At Kidz Inc, our program is designed to keep children engaged, stimulated, and actively involved throughout the day. We believe that a well-structured and enriching environment helps reduce the need for disciplinary action by minimizing opportunities for disruptive behavior.

When behavioral challenges do arise, we focus on teaching children constructive ways to express themselves and manage conflict. We encourage children to talk through their problems, helping them develop essential skills in self-expression and conflict resolution. Additional guidance techniques we use include positive reinforcement and redirection to more appropriate activities or behaviors.

In some cases, a child may be sent to the Director to allow for a private conversation away from their peers. If a child exhibits behavior that is significantly outside their norm, parents will be notified through a formal Behavior Report. We ask that parents carefully review, sign, and return this report to the Director. This process allows us to work collaboratively with families to support positive behavior and address concerns early and effectively.

While our goal is always to partner with families to help children succeed, persistent or severe behavioral issues may require more immediate intervention. If a child's behavior becomes unacceptable or disruptive to the safety and learning environment, parents may be called to pick up their child. Parents are expected to arrive within **one hour** of receiving the phone call.

We are especially committed to maintaining a safe and respectful environment for all children and staff. **Physical aggression toward staff members**, including hitting, kicking, biting, or any other form of harmful physical behavior will not be tolerated. If a child engages in physical aggression toward a staff member, they will be sent home immediately for the remainder of the day. Depending on the severity and frequency of the behavior, a parent/guardian conference may be required before the child can return.

Ongoing incidents may lead to the development of a behavior support plan or, if necessary, further disciplinary action up to and including disenrollment.

Our intention is always to work in partnership with families in a proactive and supportive manner while prioritizing the safety and well-being of everyone at Kidz Inc.

We do not utilize any form of corporal punishment, including spanking or verbal abuse, and we expect all adults—including parents and guardians—to uphold this standard while on our premises.

Finally, **Kidz Inc reserves the right to discontinue the enrollment of any child** if we determine that we are unable to meet their needs effectively, or if a family is not actively supporting efforts to address and resolve ongoing behavioral concerns.

Biting

Young children in group settings will bite. They bite because they are threatened, angry, or teething. Our program is set up to deter biting, however, it is inevitable. Any time a child bites, we will talk to them about biting. We will fill out an accident report for the child who bit and an accident report for the child who was bitten via Brightwheel. Due to licensing guidelines, we are unable to identify the child who bit to the parents of the child who was bitten. Families of children who bite excessively will be called for a conference in regards to the biting at which a plan to deter the biting will be developed. Our biting policy is three bites in a day or one bite breaking the skin then the child will be sent home.

CHILDREN'S HEALTH

Medical Form

Children between 0 through kindergarten will need to have a medical evaluation completed by a physician within seven days of starting the center. School age children will need to have a medical form on the day that they begin the center. This form is completed by the parent and does not need to be signed by a doctor.

Illness

Please do not send your child when they are ill or have a contagious ailment. Any child who exhibits any of the following symptoms will be sent home immediately and may not return until they have been symptom free for 24 to 48 hours. **We will not make ANY exceptions to this rule.**

- Diarrhea
- Vomiting
- Fever of 100 degrees or higher
- Infected eyes
- Severe Congestion
- Excessive coughing or sneezing

- Skin rash or infection
- Severely lethargic, irritable, or disoriented
- Pain which inhibits the child's ability to participate in daily activities

Parents must pick up their child within **ONE HOUR** of being informed of the illness. We will contact individuals listed as emergency contacts if we are unable to reach the parents.

**ALSO, WE RESERVE THE RIGHT TO USE OUR JUDGMENT IN INDIVIDUAL CASES OF ILLNESS. EACH CASE OF ILLNESS IS DIFFERENT FROM ANOTHER AND WE RESERVE THE RIGHT TO DO WHAT IS BEST FOR ALL OF THE CHILDREN ENROLLED AT Kidz Inc.

Exclusionary Criterion

- Children may not return to the center unless they have been symptom free for 24 to 48 hours. Children must be fever free without assistance of Tylenol or other fever reducer for 24 hours.
- Children diagnosed with a contagious ailment (strep throat, pink eye, etc.) will need to have a doctor's note stating they are able to safely return to the center. Failure to provide this documentation will prevent your child from being accepted into care.
- Children diagnosed with pink eye (conjunctivitis) may not return to the center until they have been on medication for 24 hours.
- Children diagnosed with chickenpox may not return for seven days after the virus is diagnosed.
- Children with head lice must have been properly treated and checked by the director before they can return.

Family Notification of Illness

We will notify families of any diagnosed illnesses experienced by children in their class. These notes will be posted on Brightwheel. We ask that families notify us if their child is suffering from an illness.

Immunizations

It is the parent's responsibility to keep their children up to date on all immunizations as required by the Missouri State Department of Health. The parents are responsible for supplying the center with their records of immunizations. Children without proper paperwork on immunizations will not be able to attend the center. A record of immunizations is required before your child may attend. We do accept Medical Exemption Cards and/or in progress forms from the doctor stating the child is in progress of getting the immunizations.

Medication
We will administer medication to your child as needed. Prescription medicine must be in its original container with the child's name printed on it. Over the counter medication must be labeled with the child's name, dosage, and times. A medication authorization sheet must be filled out for each medication. We will not administer any medication that has expired. All medication needs to be checked into the office each day. In case when the dosing information says to contact a physician, a physician's note of proper dosage must accompany the medication. We encourage parents to administer all medicines at home. Please advise us if your child is on medication as it may affect them during the day.

Parents who want their child to have sunscreen or insect repellent applied must sign a medication authorization sheet for the sunscreen and insect repellent. **Sunscreen must be applied before they arrive each day.** We will reapply as needed throughout the day.

We reserve the right to refuse or dispense any medication or treatment for any reason.

Allergies
It is the responsibility of the parent to inform the center of all diagnosed allergies experienced by the child. We will fill out an allergy alert form on this child.

Special Needs
It is the responsibility of the parent to inform the center of any special needs their child may have related to developmental issues or an illness. We will work with the family to support the child as long as the accommodations are reasonable and within the scope of the facility's abilities. We will not accept children who have needs that we cannot meet with our program.

Safety

Security
Your child's safety is very important to us. We need the help of families in keeping our building, children, and staff safe and secure by following all policies and procedures.

Disaster Readiness
We practice fire, tornado, and security drills each month. The children are taught how to react if an emergency happens at the center or at home. We enlist the help of professionals, including the fire department and the police department, to teach children what to do in case of an emergency.

One advantage about our center is that we are the only child care center in town that has an actual tornado/disaster shelter for the children.

Accidents

You will receive a report via Brightwheel or phone call any time your child is injured at the center. You will be contacted immediately if there is an emergency. The emergency contact person you list will be the person we call if we are unable to reach the parents. An ambulance will be called in any incident we deem as necessary. Kidz Inc Child Development Center is not responsible for any medical expenses including those associated with ambulances and emergency care.

Smoking

Smoking and/or vaping is strictly prohibited in our center or on our property. This includes the parking lot.

Fire arms: are not permitted in our facility.

Tuition

The following are the tuition amounts and fees effective June 2nd, 2026. Families are given a four-week notice of tuition increases. **Reminder: Tuition is based on a spot not attendance.**

Ages 6 weeks to 12 years of age:

Classrooms	Cost per week
Infant	$250.00
Toddler	$250.00
Preschool (Not Potty Trained)	$230.00
Preschool (Potty Trained)	$200.00
School Age (Before & After School - Includes the No School days)	$150.00
School Age - Before School Only	$75.00
School Age - After School Only	$75.00
School Age - Full Day Rate	$25.00

Camp Kidz - School Age Summer Camp	**$175.00**

Pay via Brightwheel. You must be set up for Autopay. A $25.00 fee will be assessed on any payment that is late. Also a $25.00 fee will be assessed on any payment not able to process due to insufficient funds. A payment is considered late as of Wednesday of each week. These fees are per account. Ex. If you have 2 children in care, these fees will apply to BOTH children.

Registration Fees
The yearly registration/supply fee is $75.00 per child. The registration fee is due at the time of the child's enrollment into any of our programs and again yearly on **August 1st.** All registration/supply fees are yearly and deposits are non-refundable.

Prorated Tuition
There will be a multi child discount of $10.00 per sibling for **full time students ONLY.** There will be no pro-rating due to illness. Ex. Sibling 1 pays full tuition, sibling 2 gets a $10.00 discount, sibling 3 gets a $10.00 discount.

Vacation Credit
Each child enrolled in our center is eligible for 2 (two) vacation credits (one week of tuition per credit) per calendar year. A child must be enrolled for three months before becoming eligible for the vacation credit. A vacation week is defined as a week Monday through Friday consecutively in which your child does not attend the center. Requests for using your vacation credit must be submitted to the office **two weeks prior to the vacation week in writing or via Brightwheel Admin Message**. While we offer a two-week vacation credit as part of our benefits, it cannot be used during the week of Christmas. This policy helps ensure consistent operations and allows us to compensate all staff during this time. Thank you for your understanding and support. A vacation credit will only be issued if your account is in good standing. Vacation credit can not be used when putting in a notice of termination.

Late Pick up Fee
The late pick up fee for children after 6:00 pm is $1.00 per minute per child.

Past Due Accounts
All accounts past due by more than seven days will have their enrollment terminated. The family will still be responsible for a two-week period following the termination to serve as a two week notification. The account will be turned over to a collection agent. All fees and expenses incurred during the collection process are the responsibility of the parents.

Families Receiving State Subsidy
We will accept state subsidies for childcare.

APPLYING FOR ENROLLMENT

Families who would like to be considered for enrollment must complete an application packet. This packet must be filled out in its entirety before we can consider your child for enrollment in our center or to be placed on our waiting list. You will be notified if your child has been accepted into the center or on our waiting list within two weeks of receiving the completed application packet. There is a $75 enrollment fee for one child, $50 for each additional child, due once the child is accepted into the center. This fee is non-refundable.

Enrolling your child
Enrollment is limited and selected from our waiting list. Once an enrollment position opens, the enrollment fee must be paid along with the first week's tuition to reserve this position for your child. The director or owner will notify you of the date of the opening. Your financial obligations, if you choose to accept the opening, begin on the day of enrollment. These fees are non-refundable. You will need to complete all paperwork prior to your child's first day. You will receive a list of the items necessary for your child's first day. We offer a 1-2-week trial period to ensure that our program is a good fit for both your child and our facility. During this time, we reserve the right to terminate care if we determine that the arrangement isn't working in the best interest of your child or the facility. This helps us maintain a supportive and effective environment for everyone involved.

Termination of your Child's Enrollment
Parents must give a two-week written notice prior to withdrawing a child from Kidz Inc. Child Developmental Center. Parents who do not give a two-week notice shall pay tuition for two weeks after they terminate, or are terminated by Kidz Inc.

We reserve the right to terminate any child's enrollment, who has not attended for five consecutive days if the family has not contacted us about the absences. These families will still be financially obligated for two weeks of tuition after the date of termination.

When it comes to behavior that we are unable to handle whether it's running out of the room, aggressive behavior towards other children or teacher's parents will have to set up a time to meet with the director, teacher and owner to see how we can try to make the child successful in class. This could be a behavior plan and techniques and tools to use at school and home. If this does not help and we continue to see the behaviors due to the safety of the children and staff we will have to dismiss the child from Kidz Inc. We reserve the right to terminate any child's enrollment here at Kidz Inc. at any time.

Again, we offer a 1-2-week trial period to ensure that our program is a good fit for both your child and our facility. During this time, we reserve the right to terminate care if we

determine that the arrangement isn't working in the best interest of your child or the facility. This policy helps us maintain a supportive and effective environment for everyone involved.

CHANGES TO THE PARENT HANDBOOK

Kidz Inc. Child Development Center reserves the right to change any policy set forth in this handbook or elsewhere at any time.

(Signature page follows this blank sheet)

Kidz Inc. PARENT HANDBOOK AGREEMENT FORM:

I have thoroughly read, understand, and agree to follow all policies set forth in the parent handbook revised June 2, 2026. I agree to accept all financial responsibilities for the instruction of our children at Kidz Inc. Child Development Center.

Two parent-guardian households require both parents' signatures.

One parent-guardian household requires one signature.

Parent-Guardian Name	
Signature & Date	
Parental comments?	