

Kids Day Out Policies

Program: Our program is for children from six months through age four. We are open Wednesdays and Fridays, and your child may attend one or both of these days. Our hours are 9:30am until 2:30pm.

Absentees: If your child is going to be absent, please contact our office as soon as possible. We will not refund tuition in the event of an absence.

Cancellation or Withdrawal: A two week notice is required to withdraw your child from the program. No tuition will be refunded for the month. You are required to pay the month following withdrawal if it is before the end of the 2006-2007 school year.

Tuition: Tuition is \$70.00 a month for one day a week, and \$140.00 for two days a week. To retain your child's spot in our program, your tuition is due the first of every month. Payment is considered late after the 10th and a \$10.00 late fee will be added. If tuition is not paid within two weeks, the child will be dismissed from the program unless the parent/guardian has made arrangements with the program director. We have two payment options that you may use. You may pay monthly or yearly. Tuition is still the same monthly and yearly in the event of holidays or breaks.

Dropping Off/Picking Up: Parents must sign the child in and out each day. We cannot accept children before 9:30am (Before this time our teachers are busy preparing their rooms for the day.) Children must be picked up no later than 2:30pm. There will be a \$10.00 charge after 2:40pm for every 10 minutes the child's ride is late.

Only parents and authorized people may pick children up. If we do not have a permission form in the child's file we must have one in writing, rather than phone call, before someone new may pick up your child. We will check the photo identification of everyone we are not familiar with.

In the event of inclement weather, we will be closed with Shelby County Schools

Items to Be Sent With Child:

Children are to bring their own lunch and drink.

A snack and juice is provided in the morning. All infants and one-year-olds should bring their bottles and finger foods already prepared or labeled with directions. All liquids should be in non-breakable containers. We cannot accept any open containers of baby food. Please let your child's teacher know of any food allergies.

We provide cribs for the infants at nap time.

Please send a crib sheet with your child each day, unless told to bring a nap mat for your child.

If your child is in the Toddler 1 class through the Preschool 2 class, please send a mat for their nap time.

Please pack four disposable diapers and a container of wipes for your child each school day. Pack an extra set of clothing for accidents. If your child is potty training, please send them in clothing that they can manipulate on their own and send pull-ups.

Please label everything with your child's name.

This includes cups, diapers, blankets, bottles, and pacifiers.

You are welcome to bring treats to the class for your child's birthday. Treat bags are fine as long as they contain age-appropriate candy.