

# Kids U.S.A. Learning Center Inc.

## FAQ'S, and Revised Policies

### Revised October 11, 2010

- A \$35.00 registration fee is required at the time of enrollment and **yearly** thereafter. In families of 2 or more the fee is \$60.00.
- Charges and payments are recorded weekly. A computer statement of your account will be given to you based on the payment plan you choose (weekly/bi-weekly).
- A phone call is required if a child will be arriving more than a half hour (1/2 hour) later than their scheduled time. If a phone call is not received, your child's spot is not guaranteed to be available for that day.
- Payments are due by 10.00a.m. the Wednesday following you billing statement the previous Friday. If payment is received late, a \$10.00 daily late fee will be charged. If payment has not been received by the following week, care may be discontinued until the payment has been made.
- A \$75.00 fee will be charged for all returned checks.
- There is a \$10.00 per 15 minutes late fee for any late pickups after 6:30 p.m.
- You will be charged your contracted amount regardless if your child was here for that day, or not, or because of late drop offs, or early pickups.
- Kids U.S.A. will be closed on New Years Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day when they fall on weekdays. If one of these stated days land on a weekend, we will be open the following business day. If we are closed for a holiday, you will not be charged for that day.
- A 10% discount will be deducted from the oldest child's rate in a family of 2 or more.
- No second child discount will be given on school age fees, or transportation fees.
- All schedule changes must be submitted in writing two (2) weeks in advance, and approved by the director.
- Kids U.S.A. partners with the State of Wisconsin implementing CSEFEL which we refer to as Positive Behavior Supports (PBS). This is a social emotional learning program designed for children age infant – 5 years old. By signing this form, we are receiving authorization from parents to collect and share data, photograph, and videotape their child for educational and demonstrational publication. Please ask administrative staff if you have further questions.
- **Each family will be given 7 days of vacation at no charge per year. These vacation days can be taken when your child is sick, or taking a scheduled vacation. (Please note: 7 days are for children with full time schedules. This number will be prorated for part time schedules).**
- **We do not recommend extended absences from the center. Extended absences are not permitted for children less than 24 months, and must not exceed 90 days for those children over 24 months. If a child does need to be gone for an extended period of time, please contact the Director. Each absence will be taken on a case by case basis. The minimum charge for an extended absence will be 25% of the regular rate. This is based on a full time child.**
- Preschool charges and transportation fees are prorated into monthly payments, and remain the same regardless of attendance.

I have read and understand the revised policies at Kids U.S.A. Learning Center, Inc.

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_