



Administrative Details

*Kings Kids Daycare 6782 North Orange Blossom Trail Suite D14 Orlando
Florida 32810 (407) 883-1407*

Administrative Details

Enrollment

Admission into King's Kids Learning Center

Withdrawal from King's Kids Learning Center

Contracts and Schedules

Care for School-Aged Children

Payment of Fees

Discounted Fees and Free Vacation

Additional Fees



ENROLLMENT

Parents seeking enrollment for their child at King's Kids Learning Center are invited to tour the Center and meet the staff. During the tour, parents are given information about the Center and a registration form.

Enrollment is considered according to the date on which registration forms are received. When positions are not available in our classrooms, a waiting list is maintained from which vacancies are filled. Priority is given to families currently enrolled in our program, to families seeking full-time enrollment, and to the children of employees.

ADMISSION INTO KING'S KIDS LEARNING CENTER

Parents receive telephone confirmation of admission into the program by the Director or Lead Teacher. Upon verification of admission, a registration fee is requested to confirm enrollment.

Prior to the child's first day of attendance, parents receive a security fob and a packet containing all required forms for entrance into our program. The following forms must be on file before a child's first day of attendance:

- Current contract
- Child Care Enrollment Form
- Health History and Emergency Care Plan
- Day Care Immunization Record
- Medical Consent Treatment Forms (two copies)
- Intake form included in each Parent Packet
- Consent and Release for Publicity Purposes
- Authorization to Administer diaper ointment/sunscreen
- Child and Adult Food Program forms

In addition, a Child Health Report must be completed and signed by a licensed physician, physician assistant or Health Check provider within six months prior to or ninety days after a child begins attending the Center.

WITHDRAWAL FROM KING'S KIDS LEARNING CENTER

Parent-initiated voluntary withdrawal of a child

Circumstances may arise when a parent voluntarily chooses to withdraw their child from King's Kids Learning Center. A two-week written notice must be given to the Director stating the child's last date of attendance at the Center.

If parents choose to withdraw their child from King's Kids Learning Center for the summer months, a registration form must be completed and a re-registration fee of \$100.00 must be paid to place the child on a waiting list for September. Priority of admission is given to children based on the date that the re-enrollment fee and re-registration form are received in the office.

Mutual agreement of withdrawal of a child by a parent and the Director of the Center

A mutual decision may be reached between the parent and the Administrative staff of King's Kids Learning Center whereby both parties agree that placement of the child in a group setting is inappropriate and the child would benefit from another placement. If a parent desires, the staff of King's Kids Learning Center assists the parent in finding information for alternate placement of the child.

When King's Kids Learning Center cannot reasonably accommodate the special needs of a child without undue hardship or with current staffing patterns, parents are contacted to discuss the concern. Administrative staff makes every effort to assist the parent in finding appropriate services available through other agencies in the community.



CONTRACTS AND SCHEDULES

Parents schedule the times when childcare is needed by completing and signing a King's Kids Learning Center contract. A contract for each child is completed upon enrollment of the child and renewed annually each January.

Contracts are considered binding unless changed by a parent at any time during the year. A two-week written notice is required for a change in contract or for voluntary withdrawal from the Center. If immediate changes in a contract are necessary due to work or school situations, the two-week notice may be waived at the discretion of the Director.

Contracts are accepted for full-time or part-time care. Children who attend the Center full days, four or five days per week are considered full-time. All other children are considered part-time. A minimum of ten hours per week is recommended for the greatest benefit to your child.

Contracts are based on full-day or half-day care. A full-day consists of any time over five hours and up to ten hours. A half-day consists of five hours or less between the hours of 6:30 AM to 12:00 Noon or 12:00 Noon to 5:45 PM. Any schedule crossing 12:00 Noon is charged a full day fee.

Parents are asked to call King's Kids Learning Center by 8:30 AM if their child is arriving late or is going to be absent for the day. If a child who is contracted for a day has not arrived at the Center by 9:00 AM, the child's teacher or the administrative staff attempts to reach the parents by telephone.

Since scheduling is completed in advance, parents are asked to submit requests for extra time or notify the administrative staff of time off at least two weeks prior to the change in their child's schedule. This may be done by submitting a yellow 'Request for Extra Time or Child(ren) Absent' form to the office. These forms are located in the hallway by the parent time clock or in the office.

If your child needs to deviate from his or her current contracted time for any reason, whether the change is permanent or temporary, please use the yellow 'Request' form to notify the administrative staff.

If an emergency arises and you need to vary your child's schedule during the day, please contact the King's Kids Learning Center office and ask the administrative staff to complete the yellow 'Request' form.

CARE FOR SCHOOL-AGED CHILDREN

If a school-aged child needs before or after school care, the parent can contract for the hours of care needed each day. Fees are charged on an hourly basis if the child is in attendance three hours or less each day. Parents are responsible for transportation of their child to and from the Center for before or after school care.

Additional time for no-school days may be requested if written notice is provided to the Director at least two weeks in advance. All requests are subject to availability.

A Summer Program is available for school-aged children during the months of June, July and August. Children less than twelve years of age are eligible for this program when they are entering Kindergarten or elementary grades. Information regarding the Summer Program is available to all interested families in mid-March.

PAYMENT OF FEES

Fees are based on the number of hours requested in each child's contract. Payment of fees is due and payable in advance on the child's first contracted day each week. If a child is absent due to illness, payment is expected on the first day of attendance.

Parents have the option of paying their contracted fees bi-monthly or monthly, if they prefer, as long as they are paid in advance of the days their child attends during that month.

Cash and Checks are the preferred method of payment and should be made out to ***King's Kids Learning Center, Inc.*** and placed in the fee box located outside the office. If cash payments are necessary, payment must be made directly to the Director, Lead Teacher or Administrative Assistant and a receipt is issued at that time. Cash payments should not be placed in the fee box.

When a child is absent for any reason, except earned free vacation, parents/guardians are responsible for the full fee as contracted. A place is reserved for each contracted child and King's Kids Learning Center costs remain fixed even when a child is not in attendance.

Unless the Board of Directors waives fees for a specific holiday, families are responsible for payment of fees on any holiday that their child is contracted for care even if the Center is closed. Eligible families may request to use free vacation days in lieu of payment for the holiday by submitting a note to the Director. Parents are notified of the holidays King's Kids Learning Center closes at the beginning of each year.

Payments are considered past due at 5:45 PM on Friday of each week. Any family not making a payment for a given week by Friday evening is assessed a \$10 late fee which should be added to the following week's payment.

If payment of fees is delinquent for two weeks, child care may be discontinued

until full payment is received. If personal circumstances prevent timely payment of fees, parents must contact the Director within the two-week period. A written agreement between the parents and Director is drafted in order to resolve the delinquent account.

Parents belonging to a flexible spending or reimbursement program requiring receipts or signed forms must notify the Director in writing. Since fees being claimed are verified by the Director before the forms are signed, please expect a minimum of two days before forms or receipts are returned.

Any family receiving subsidized child care through a county program is responsible for notifying the Director of any changes in payments. The parent portion of the child care fee is due the first contracted day of each week.

When withdrawing a child from the center, a two-week written notice must be submitted to the office. Parents are responsible for full payment of fees for the two weeks regardless of whether the child is in attendance.

A notice of thirty days is given to parents for any increase of fees. Parents are notified of fees upon enrollment of their child and annually when they complete new contracts for their child.

A refund is given to any family who has paid fees in advance and leaves with a two-week notice of withdrawal.

DISCOUNTED FEES/ FREE VACATION

A 5% discount is applied to the total weekly fee for families with more than one child regularly contracted at King's Kids Learning Center. This does not apply to families with children requiring occasional care.

If a child is absent for an extended period of time, full payment of fees based on the family's current contracted days is collected for the first week. Payment of fees is discounted by 50% for each complete week a child is absent beyond the initial week.

After a child has been enrolled at King's Kids Learning Center for one year, he/she is eligible for free vacation days equal to the number of weekly contracted days at the time the free vacation days are used.

Free vacation days must be used only when the child is not in attendance at King's Kids Learning Center and must be used as full days unless the child is only contracted for half days. Parents may use their free vacation days in lieu of payment for holidays.

Once a child becomes part of the summer school-age program, vacation is built into the system of contracted time and no free vacation is earned. Parents sign a monthly contract during the summer months and only pay for the days that the child is contracted for care at King's Kids Learning Center.

Fees are not charged for the days King's Kids Learning Center closes because of inclement weather or operational emergencies.

ADDITIONAL FEES

A \$30 registration fee is collected for each child upon acceptance or re-enrollment into the program at King's Kids Learning Center. This non-refundable fee does not apply to weekly fees or to previously-enrolled school-aged children who are returning for the Summer Program.

A \$30 registration fee is collected from each family who re-enrolls their child into our school-aged Summer Program. This fee applies to any child younger than twelve years of age who is entering elementary grades. Families who have not previously had their child enrolled at King's Kids Learning Center pay the \$30 per child registration fee. This non-refundable fee does not apply to weekly fees. Parents are responsible for charges incurred for field trip transportation and admission costs or costs related to special events. Parents are notified in advance of these charges.

Parents are responsible for fees related to services provided by an outside contractor, including but not limited to, computer classes and individual portraits. Any family varying the hours of their contract by fifteen minutes either before or after the contracted time is assessed a \$5 fee for each occurrence. Staff schedules are based on children's contracted times; therefore, it is imperative that families adhere to their contract to maintain staff-child ratios. To avoid this fee, parents are asked to complete a yellow 'Request' form if they need to temporarily change their contracted time.

If a child is not picked up from King's Kids Learning Center by 5:45 PM, a \$10 late fee for the final fifteen minutes is charged. In accordance with the terms of our license, children cannot be in attendance after 6:00 PM. King's Kids Learning Center administration reserves the right to call the Department of Health and Human Services after 6:00 PM.

If a child attends the center more than ten hours in a day, an additional fee of \$5 per hour is assessed.

A fee of \$20 is charged for any check returned due to non-sufficient funds (NSF). Any NSF check is re-deposited one time with the client's permission. If a check is returned a second time, cash payment is required in place of that check.