



Policies & Agreements

1. Capital Kids, Inc. agrees to notify the parent or guardian whenever the child becomes ill and the parents or guardians will arrange to have the child picked up as soon as possible. (Usually within the hour)
2. The parent/guardian agree to inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.
3. Parents/guardians will have no objection to Capital Kids, Inc. seeking emergency medical care when deemed necessary. Please note; in all cases of an actual emergency, not limited to National Emergency, the parent/guardian will hold harmless the staff of Capital Kids, Inc. if emergency treatment is given by the staff member or emergency personnel. Furthermore the parent/guardian will be responsible for all cost associated with emergency treatment including transportation to receive said care.
4. As of 6:16 pm you are officially late. A late fee of \$2.00 per minute, per child will be charged for time after 6:15 pm. If no parent/guardian or emergency contact can be reached within 1 hour of center closing, social services and the police will be notified.
5. A two week written notice must be given to withdraw from care. **Families will be responsible for two weeks tuition if proper notice is not given.**
6. Tuition **will not** be prorated or discounted due to school closing or a child being absent due to illness or vacation.
7. Tuition is due every Monday, but can be paid monthly in advance. If tuition is not paid for the current week, a late fee will be charged of \$25.00 at the end of the week in question. In the event that a child's tuition becomes in arrears, child care service will be terminated. Parents/guardians **MUST** pay the balance in full to re-instate care. Furthermore parents/guardians will be held responsible for any and all fees incurred by Capital Kids Inc. in the collection of such money.
8. Capital Kids, Inc. reserves the right to terminate care at any time due to excessive behavior problems (i.e. biting, hitting, kicking, or anything that endangers him/herself, teachers, or classmates). When possible a notice of 48 hours will be given either by phone, e-mail, or letter from the Director or Owner of Capital Kids, Inc.
9. If your child develops any but not limited to the following symptoms, he or she will need to be pick up from Capital Kids within one hour:
Symptoms/diseases: fever- 100° or more, severe coughing: high pitched or croupy sounds while coughing, colored discharge for the nose, difficult or rapid breathing, yellowish skin or eyes, symptoms of conjunctivitis (pink eye), unusual spots or rash, vomiting or diarrhea, itching scalp or body, infected or crusty skin patches
If any of the above symptoms are presenting the morning or the previous night, please keep your child home until they have fully recovered.
10. **Parents/guardians understand that your child cannot attend the school if he/she has any illness that threatens the health of other children. Capital Kids, Inc. abides by Health Department regulations concerning periods of infection. Your child must be fever and symptom free for 24 hours before returning to school after an illness. You understand that prescription medication must be administered to your child at home for 24 hours before he/she can return to school.**
11. Only children with special dietary needs as well as infants may bring food from home. If your child can not

eat what is on the USDA approved menu plan, it is the parent's responsibility to provide a suitable alternative.

12. We are a nut sensitive facility. No products containing nuts or nut products may be brought into the school for any reason.
13. All food for birthdays or special occasions must be store brought, with a nutrition labeled clearly attached.
14. You understand that child care services will be terminated under the following but not limited to the following reasons:
 - Tuition is in arrears
 - Repeated failure to pick up your child on time
 - Your child's behavior pattern threatens his/ her own health and safety or threatens the health and safety of the other children/staff
 - **Parents/guardians are no longer supportive of Capital Kids Inc. program and philosophy and become negative and uncooperative in their actions and opinions, which works to undermine the operation of the school.**
15. Capital Kids Inc. will be closed for all Federal holidays and government snow days. Capital Kids will make every effort to open during inclement weather. Please call the center several times for information on closings, delayed openings, and or early closings. Capital Kids reserves the right to close for snow days, teacher work days, and trainings as necessary. Work days will be posted as soon as possible giving as much notice as possible.
16. In the event of a National Emergency, Capital Kids Inc. and staff will follow police direction. The welfare of the children will come FIRST and parents/guardians will be notified second. Capital Kids Inc. will take care of the child by following police direction and will be held harmless by parents/guardians. Capital Kids Inc. will do our very best!
17. When you enroll your child at Capital Kids, Inc. you give up your right to sue Capital Kids, Inc. or any staff member. Instead, any disagreements will be submitted to an arbitration company selected by Capital Kids and the involved party from the local directory. A neutral umpire will resolve disputes in an informal private proceeding. The decision will be final and binding and cannot be appealed.
18. Capital Kids, Inc. Child Care is an at will service.

I have read and understand the above agreements and policies. I have been given and read the Parent Handbook. I agree to abide by them for the protection of my child as well as the other children and staff members at Capital Kids Inc.

Childs' Name: _____ DOB: _____

Printed name of parent/guardian: _____

Parent/guardian signature: _____

Printed name of parent/guardian: _____

Parent/guardian signature: _____

Today's date: _____