

APPLICATION FOR ADMISSION

KIDDIE KAMPUS LEARNING CENTER 2019-2020

WORD OF FAITH CHRISTIAN CENTER
4150 MARKET STREET
ASTON, PA 19014
610-364-2160 & 610-364-2164FAX

ALL ABOUT ME

Child's Full Name _____

Child's Birthdate _____ Exact Age _____ Sex _____

Child's Physician _____ Phone _____

Physician's Address _____

Allergies _____ Special Dietary Information _____

Disabilities (if any) _____

Health Insurance Provider _____

Health Insurance Group # / Policy # _____

Mother's Name _____ **Home Phone** _____ **Cell#** _____

Mother's Address _____

City/State/Zip _____

Mother's Employer _____ Work# _____

E-mailAddress _____

Father's Name _____ **Home Phone** _____ **Cell#** _____

Father's Address _____ EmailAddress _____

City/State/Zip _____

Father's Employer _____ Work# _____

Persons to Whom the Child May Be Released:

_____ relationship _____

_____ relationship _____

In the event of accident or injury, when the parents cannot be reached, please contact:

Emergency Contact #1 _____ Relationship to Child _____

Home Phone # _____ Work Phone # _____

Emergency Contact #2 _____ Relationship to Child _____

Home Phone # _____ Work Phone # _____

Application is being made for child day care with the Kiddie Kampus Learning Center, to begin on (date) _____. Signatures are required below indicating parental consent.

Kiddie Kampus is authorized to seek medical attention in the event of accident or emergency.

Mother _____ Father _____ Date _____

Kiddie Kampus is authorized to take my child on walks/trips or engage in water (sprinkler) activities on its property.

Mother _____ Father _____ Date _____

Kiddie Kampus may administer medication as supplied by the parent, in its original container, with Physician's instructions attached.

Mother _____ Father _____ Date _____

Kiddie Kampus is authorized to administer minor first-aid procedures on my child.

Mother _____ Father _____ Date _____

Kiddie Kampus is authorized to evaluate my child on the basis of illness/health, as it relates to daily attendance.

Mother _____ Father _____ Date _____

Parent/Guardian signature indicates semi-annual review _____ Date _____

KIDDIE KAMPUS LEARNING CENTER
TUITION CONTRACT

Child's Name _____ Starting Date _____

I am/We are contracting with Kiddie Kampus Learning Center for child care services, regardless of attendance or illness, at a monthly full-time (5 day) rate of EIGHT HUNDRED TWENTY-FIVE DOLLARS (\$825.00) for placement in the **Butterflies or Busy Bees class**; EIGHT HUNDRED DOLLARS (\$800.00) for **Caterpillars or Bookworms class**; or a monthly part-time (3 day) rate of FIVE HUNDRED AND SEVENTY FIVE DOLLARS (\$575.00) I/We will pay the monthly tuition on or before the 1st of each month. My/Our subsidized weekly co-payments will be paid each Friday for the upcoming week. A late fee of \$35.00 per enrolled child will be charged if the payment is not made on time. If I/we fail to make payment by the first of the month, I/we understand that my/our child will not be allowed to return to class. Re-enrollment is based on space availability and will require that a \$75.00 re-registration fee and full payment be made prior to returning to class. I/we acknowledge that closing for holidays, snow days, vacations, illnesses, and withdrawal from the center or other emergency situations does not exempt me from payments being made in full and on time. A fee of \$35.00 will be charged for any checks returned (non-sufficient funds, stop payment, etc.).

Accounts with outstanding balances will result in collections. Any attorney and/or collection fees will be added to your account.

I/We will pay a yearly non-refundable registration fee of SEVENTY- FIVE DOLLARS (\$75.00).

Along with the registration fee I will pay the book fee appropriate to my/our child's placement. **Please circle the class your child will be attending. Busy Bees - \$45.00 Caterpillars - \$60.00 Bookworms - \$70.00**

I/we agree to update a new application every six months, per state law, with Kiddie Kampus and understand that I/we cannot use the facilities without a signed agreement on file.

The Tuition Contract may be cancelled by me/us with a two-week notice in writing to Kiddie Kampus. Kiddie Kampus may withdraw or change the contract at any time.

Mother's Signature _____ Date _____

Father's Signature _____ Date _____

Guardian Signature _____ Date _____

KIDDIE KAMPUS LEARNING CENTER
STATEMENT OF POLICY

1. The hours of operation of the Kiddie Kampus Learning Center are 6:30 a.m. until 6:00 p.m., Monday thru Friday. The parent or guardian is solely responsible for transportation to and from the facility, and agrees to pick children up no later than 6:00 p.m. each day. In the event that a child is picked up late, a fee of \$1.00 per minute per child is to be paid directly to the staff person waiting with the child (ren).
2. Parents or Guardians are responsible for the monthly or weekly tuition payments. Monthly payments are due on or before the 1st of the month. A fee of \$35.00 will be charged if the payment is not made by the 10th. Weekly co-payments are due each Friday. If payment is not received, the child will not be allowed to attend class. All outstanding balances and fees must be paid in full before re-enrollment.
3. Daily attendance is monitored electronically by staff. Parents are responsible to immediately notify the office of any changes in phone numbers, address, etc.
4. Children are to arrive each day **no later than 9:30 am** to avoid a disruption in classroom activities. In the event of a doctor's appointment or other unavoidable detention, **prior arrangements** must be made with the assistant program director for a late arrival. No children will be admitted after 12 noon.
5. Kiddie Kampus Learning Center will be closed 13 days throughout the school year, and when the impossibility to open safely or adequately exists. Kiddie Kampus retains the right to designate additional closure days.
6. A completed Child Health Report signed by the child's physician must be returned within 30 days of enrollment and annually thereafter. Failure to return proof of health assessment/immunization by the date due will result in suspension of attendance until this requirement is met.
7. Children may initially be assigned to a group according to their age. Subsequent group assignments will be made based on the child's abilities. Age-appropriate field trips are considered part of the learning experience. Parents are responsible for making alternative childcare arrangements if child does not attend scheduled field trips.
8. **Every item belonging to a child must be permanently marked with the child's name.** Kiddie Kampus will not be held responsible for lost or damaged items. Personal toys, video games or other items from home are not permitted unless specifically requested by the classroom teacher. **Personal items brought to school without teacher approval will be removed from the child's possession by the program director and returned to the parent at the end of the day.**
9. Children must wear sneakers or closed shoes daily. A seasonal change of clothes is required for every child. A blanket or sleeping bag is required for naptime. All sleeping items must be taken home every Friday to be washed. All children in diapers must be provided with all diapering items, by the parent, adequate for each day, and any emergencies that may arise. The use of bottles and/or pacifiers cannot be accommodated by the Learning Center.
10. Kiddie Kampus Learning Center may photograph and record children's likenesses and activities (images) during school-related activities to be used in printed literature, videos and social media.
11. Kiddie Kampus Learning Center is a faith-based program that utilizes the Christian bible as its foundation for all academic curriculum and for teaching core values and principles.

I have read the above policies regarding Kiddie Kampus Learning Center and do agree to abide by all that is contained therein.

Mother/Guardian Signature _____ Date _____

Father/Guardian Signature _____ Date _____

For Office Use Only

Registration Fee and Book Fee \$ _____ Date _____ Tuition \$ _____ Enrollment Date _____

Director/Representative/Kiddie Kampus _____ Date _____

KIDDIE KAMPUS LEARNING CENTER

HEALTH GUIDELINES

Our goal is to provide child care for well children. Having ill children at the center presents the very real possibility that others can be infected. While we understand that parents need to be at work or in class, we need to enforce this policy to protect all children and staff from unnecessary exposure to **communicable** disease. Parents who repeatedly fail to follow policies related to keeping children at home when they are ill may be required to withdraw their child from the center. Parents are urged to notify the center when their child is known to have been exposed to a communicable disease outside the center.

When a Child Needs to Stay at Home

- A child's temperature should be normal without medication for 24-hours before the child is brought to the center. If your child has a fever in the evening, he/she should not be brought to the center in the morning, even if his/her temperature is normal. Fever is defined as 100.6° F or higher.
- If your child vomits during the night, he/she should not be brought into the center the next day, unless it is certain that the vomiting was not due to an infectious condition.
- Diarrhea, as defined by the CDC, consists of more than one abnormally loose stool. A child should not return to the center until his/her bowel movements have returned to a normal consistency.
- Conjunctivitis (Pinkeye): a child with pinkeye must be on medication before returning to the center.
- Rash: body rash, not associated with diapering, heat or allergic reactions, especially with fever or itching.
- Sore throat coupled with a fever or swollen neck glands.
- Lice: Children must not return to childcare until they are free of lice and nits (eggs)

Kiddie Kampus Learning Center will notify parents immediately should a child develop a fever or any other signs of illness or unusual behavior. Parents should make arrangements for an immediate pick up. Students will not be allowed to attend Kiddie Kampus Learning Center if any of the conditions above are observed. The Director or Assistant Director will use their best judgment, as well as these guidelines, to determine when to send children home.

Pink eye, strep throat, lice and ringworm or other questionable rashes, discharges or skin irritations will **require a doctor's note clearly stating the date when it is safe for a student to return to class.**

In order to have **prescription medication** administered, parents must fill out and sign the **Medication Log** which is located at the front desk. Kiddie Kampus **will not dispense over-the-counter medicines without a signed order from a licensed physician outlining the precise dosage for a specifically named child.**

I have read the above policies regarding Kiddie Kampus Learning Center and do agree to abide by all that is contained therein.

Mother/Guardian Signature _____ Date _____

Father/Guardian Signature _____ Date _____

KIDDIE KAMPUS LEARNING CENTER
FINANCIAL POLICY

Payments

Payments can be made in cash, check, money order, or credit card. Payments may be made at the front desk or online by logging on to <http://www.kklc-pa.com> and selecting the PAYMENT tab at the top. **A return check fee of \$35.00 will be charged for each returned item.**

Monthly Invoices

Monthly invoices are payable by the first of the month. A late payment fee of \$35.00 will be assessed on the 10th day for any unpaid balances.

Weekly Invoices

Weekly invoice payments are due on the Friday of the preceding week. A late payment fee of \$10.00 will be assessed at the close of business on the following Monday for any unpaid balances.

Student Discounts

Sibling discounts will be applied to the second (10%) and third (15%) child enrolled in the program.

Schedule Changes

Written notices via email or turned in at the front desk are required for any change of schedule. If you are removing your child from Kiddie Kampus Learning Center, a two-week notice is required to avoid being billed for that time period.

Summer Camp

Payments are due on Monday for the week of camp. You will be responsible for the weekly payments for no-shows without prior written notice ahead of time.

Forms & Registration

All registration forms, fees, and other pertinent form requirements are due before your child begins our program.

Parent signature

Date

Print name: _____

KIDDIE KAMPUS LEARNING CENTER

DISCIPLINE/EXPULSION POLICIES

Kiddie Kampus Learning Center has formulated the following policies for dealing with child discipline problems:

When A Child Is Having A Problem In The Classroom

- The staff will try to redirect the child's interest to another area of activity.
- In the event the child does not respond, the child will be separated from the situation for an age-appropriate period of time.
- The child will be given verbal warnings.
- The child will be given time to regain control.
- Praise, reward and encouragement, rather than punishment shall be emphasized.
- Responses to a child's behavior shall be appropriate to the child's development level.
- No corporal punishment will be inflicted in any way on a child's body, including shaking, biting, pinching, slapping or spanking.
- Children will not be isolated without supervision.
- Children will not be deprived of food or toilet use as punishment.
- Children shall not be punished for not going to sleep, toileting accidents or failure to eat all or part of their food.

Parental Actions That Can Cause Expulsion

- Failure to pay tuition/habitual lateness in payment
- Failure to comply with health and safety policies
- Verbal abuse toward staff
- Threats of physical violence or intimidating actions toward staff and/or children
- Failure to attend any and all scheduled meetings regarding child's behavior

A Child's Actions That Can Cause Expulsion

- Continual uncontrolled tantrums/angry outbursts
- Unprovoked physical violence toward staff or other children
- Making terroristic threats
- Continual inappropriate sexual interactions towards other children

The Process Leading To Expulsion

- Parent will receive verbal warnings regarding the child's inappropriate behavior.
- Parents will receive literature or other resources regarding methods to improve behavior.
- **Fifth** verbal warning will initiate **written warnings** to parents documenting child's behavior.
- **Third** written warning requires mandatory meeting with Director and/or designated staff.
- **Fifth** written warning generates a **10 day notice of expulsion. Enrollment will be terminated 10 school days after notice is sent.**

I have read the above policies regarding Kiddie Kampus Learning Center and do agree to abide by all that is contained therein.

Mother/Guardian Signature _____ Date _____

Father/Guardian Signature _____ Date _____

KIDDIE KAMPUS LEARNING CENTER
CIVIL RIGHTS COMPLIANCE

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program Services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

1) Kiddie Kampus
4150 Market Street
Aston, PA 19014

2) Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675
Harrisburg, PA 17105

3) U.S. Dept of Health & Human Services
Office for Civil Rights-Suite 372
Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-9111

4) PA Human Relations Commission
Philadelphia Regional Office
110 N. 8th St. Ste 501
Philadelphia, PA 19107

5) Department of Human Services
Bureau of Equal Opportunity
Southeast Regional Office
801 Market Street, Ste 5034
Philadelphia, PA 19107