

Policies and Procedures

Welcome

City Kids CDC and Preschool II is committed to providing quality childcare in a positive, nurturing, and engaging environment. Our programs are designed to foster the social, emotional, physical, and creative development of every child. Through play and exploration, children will have opportunities to learn and grow in meaningful ways.

We use monthly themes to introduce ideas and concepts. Age-appropriate activities such as songs, fingerplays, and projects are designed to challenge and inspire children, build their confidence, and promote self-esteem.

Hours of Operation

- **Monday through Friday:** 6:30 AM – 6:00 PM
 - **Infant Room Hours:** 7:30 AM – 5:30 PM
- **Closed:** Saturday and Sunday

Note: Children cannot remain in care for more than 10 hours per day (per state law).

Registration Information

To enroll your child, please complete an enrollment packet, which includes the following forms:

- Health history
- Immunization record
- Allergy statement
- Medication consent
- Emergency medical forms (including a local emergency contact and hospital preference).

If the hospital preference section is incomplete, Providence St. Peter's Hospital will be used by default.

Enrollment Fees

- **Annual Non-Refundable Fee:**
 - \$300 per family
 - \$175 per child

Daily Classification: Five or more hours per day is considered a full day.

Childcare Rates

Monthly Rates:

- Infants (4 weeks–12 months): \$1,495.00
- Ages 1–2.5 years: \$1,340.00
- Ages 2.5–5 years:
 - Not potty trained: \$1,340.00
 - Potty trained: \$1,290.00
- Ages: 6-9 years:
 - School Year: \$745.00
 - Summer: \$1,190.00

Daily Rates:

- Infants: \$80.00
- Wobbler/Toddler: \$75.00
- Preschool:
 - Not potty trained: \$70.00
 - Potty trained: \$65.00
- 6-9-year-olds:
 - Full day: \$60.00
 - Half day: \$30.00

Discount: Families with two or more children in full-time care will receive a 10% discount for the oldest child.

Preschool Only (9:00 AM – 11:30 AM):

- 3 Days: \$475.00
- 5 Days: \$550.00

Payment Policies

- Payments are due **on or before the 5th day of each month.**
- Payments received after the 10th will incur a **\$40.00 late fee.**
- Special payment arrangements must be requested during registration.
- Failure to pay by the 11th will result in suspension of childcare services until payment is made in full.
- **Non-Sufficient Funds (NSF):** A \$60.00 fee applies. Future payments must be made in cash after an NSF.

Arrival and Departure

- Children must be accompanied by an adult during drop-off and pick-up.
- Use the **Brightwheel App** to sign your child in and out. QR codes are located near classroom doors and the welcome area. A tablet is available for you at the front entryway for your convenience.
- **Drop-Off Deadline:** No later than 10:00 AM.

Brightwheel Fee: A \$5.00 fee will be charged per day/per child if the app is not used for sign-in/out.

Withdrawal Policy

A written two-week notice is required for withdrawal. Failure to provide notice may result in charges for the two-week period.

Holiday Closures

City Kids is closed on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the following Friday
- Christmas Eve, Christmas Day, and the day after Christmas

If a federal holiday falls on a Saturday, the center will close on the preceding Friday. If it falls on a Sunday, the center will close the following Monday.

Discipline Policy

City Kids prioritizes a safe and positive environment. Behavior management strategies include:

- Redirecting children to another activity.
- Explaining expectations and better choices.
- If a child's behavior persists, parents may be asked to pick up their child.

Note: Corporal punishment is prohibited by law.

Special Needs and Inclusion

City Kids welcomes children with special needs and complies with the Americans with Disabilities Act (ADA). Individual health care plans will be developed with families and healthcare providers as needed. Staff will receive ongoing training to support inclusive practices.

Health and Safety Policies

- **Illness Policy:** Children must stay home if they have any of the following:
 - Fever, green nasal drainage, persistent cough, rash, diarrhea, pink eye, RSV, Influenza, Hand Foot Mouth disease, or any other contagious illnesses.
 - Children may return 24 hours after symptoms have resolved without the use of medication. In some cases, a doctor's note may be required before returning.
 - **Medication Policy:** Written parental consent is required for staff to administer medication.
 - **Emergency Situations:**
 - Parents will be contacted immediately.
 - If unreachable, emergency contacts or 911 will be notified. Parents are responsible for expenses not covered by insurance.
 - **Head Lice, Ringworm, Scabies:**
 - Children may return after proper treatment and with a doctor's note.
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Nutrition

City Kids provides nutritious meals and snacks:

- Morning snack: 9:00 AM
- Lunch: 11:30 AM
- Afternoon snack: 2:30 PM

Parents are welcome to pack meals, which should be nutritionally balanced. Families with special dietary needs may be required to provide daily meals.

Rest Time

Rest time is from **12:00 PM to 2:30 PM**.

- The center provides cots.
- Parents must provide a blanket. Blankets should be taken home on Fridays, washed, and returned on Mondays.

Additional Policies

- **Toys from Home:** Not allowed unless requested by teachers for specific projects.
- **Appropriate Attire:** Ensure your child wears weather-appropriate clothing. Avoid slip-on shoes; sandals must have a buckle.
- **Birthdays:** Parents may bring store-bought treats. Coordinate with your child's teacher.

Thank you for choosing City Kids CDC and Preschool II. We look forward to partnering with you to ensure your child's happiness, safety, and success.

Sincerely,

Kirsten Lance
Owner