



Parent Handbook

2026

Ages: Infant-VPK

We accept:
ELC (School Readiness & VPK)

Welcome

Welcome! We're So Glad You're Here. At The Kidz House, we are committed to creating a warm, inclusive environment where every child, parent, guardian, and staff member is treated like family—with respect, kindness, and empathy. Just as we extend this care to all families, we kindly ask that the same level of respect be shown to our teachers and staff. We deeply value our team and strive to ensure they feel supported and appreciated in the important work they do each day. Together, we can continue building a positive and nurturing community for everyone. We are a licensed childcare center dedicated to providing an exceptional academic program within a safe and engaging environment. We serve children from 6 weeks to 5 years old, nurturing their academic, emotional, and social development. Ensuring the safety and well-being of every child is our top priority.

At The Kidz House, we welcome children with diverse needs and offer necessary accommodations in accordance with the Americans with Disabilities Act. We embrace a diverse community and provide equal opportunities to students, families, and staff of all genders, ages, religions, races, marital statuses, physical and mental abilities, veteran statuses, colors, and national and ethnic origins. Everyone at The Kidz House enjoys the same rights, privileges, programs, and activities available at our center.

From the Director

At The Kidz House, we cultivate a nurturing environment where your child can truly feel at home. My deepest passion and purpose lie in guiding young minds through education, love, and empathy. Our goal is to support each child in developing their unique personality and enhancing their emotional intelligence.

With over thirty years of service to our community, families, and children, we are dedicated to maintaining a warm, safe, and family-oriented facility. We believe that a secure and loving atmosphere helps children achieve small, meaningful milestones every day. Effective communication is vital to this process, and this parent handbook has been updated to ensure clarity in our expectations as caregivers and to maintain accountability to our parents and legal guardians.

Communication

Our main communication channels will be the ProCare app for parents' memos, newsletters, and reminders, as well as email notifications.

Additionally, the ProCare message board, accessible via the ProCare check-in tablet, will be used for specific reminders, such as restocking your child's diapers and wipes. It is essential for parents to regularly check and read messages on these platforms.

Curriculum & Activities

Our curriculum is theme-based and developmentally appropriate, designed to nurture growth at every stage. For our infants, we focus on exposure to books, motor-skill development games, and achieving key first-year milestones.

Our toddler program introduces the Learning Everyday curriculum, preparing them for preschool. Toddlers enjoy daily circle time, where they engage in reading stories and learning about colors, shapes, numbers, and letters.

In preschool, classes are divided into learning stations, providing time to explore, learn, and play. Subjects include language development, phonics, reading, writing, numbers, and art. We send a monthly newsletter to parents detailing the information covered in each subject.

Children also participate in a variety of activities such as story-time, Legos, circle-time, music, singing, dress-up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls, learning toys, games, bean bag toss, blocks, large beads and strings, song games, coloring, sing-along storybooks, painting, science, and puppets.

Outdoor recreation is a daily part of our program, weather permitting. Activities include climbing, sliding, swinging, jumping, running, balls, racing, bubbles, follow the leader, ride-on toys, various games, and exploring nature and weather.

We aim to create a safe, loving environment where children can learn, play, and grow. Our goal is to provide childcare that children love attending and parents feel confident visiting.

Rates, Registration, Supplies

Rates may be subject to change.

Registration fee of \$75 per family, non-refundable.

Early Learning Coalition

The registration fee will be covered by The Early Learning Coalition (ELC). For new students, a \$75 deposit is required to reserve their place, which will be applied towards the tuition once we receive the funds from ELC. first week's tuition.

Parents are responsible for keeping their ELC benefits active and submitting renewal requests in a timely manner through the ELC portal. Once ELC benefits are exhausted, private rates will apply.

ELC allows for three unexcused absences per month and an additional ten excused absences with a written explanation. Please submit the necessary documentation to the front desk.

ELC requires us to submit an assessment upon the child's birthday and/or benefits renewal. Parents are responsible for logging on to the portal and completing the assessment and providing us with a copy.

ELC requires us to submit a monthly attendance log with parental signature. This form will be provided monthly at the front desk.

Payment and Misc Fees

Tuition

Infant (6 weeks and up): \$320 weekly
Two-year-old: \$265 weekly
Four-year-old: \$235

One year old: \$285 weekly
Three-year-old: \$245 weekly
VPK: \$215

The Kidz House accepts Visa, MasterCard, Checks, and Money Orders. A credit card processing fee will be added to your ledger. Payment can also be submitted on myprocare.com. **New students' payments will require to be enrolled in automatic payments.** Existing parents may also request an ACH draft or credit card for their weekly tuition.

Returned check, and/or automated payment will automatically incur a \$35.00 charge to your account.

Tuition Payment Policy

Tuition balances are posted on **Friday evenings**. Payments are **due by Monday morning**. If a balance remains on the account by **Monday evening**, a **\$10 daily late fee** will be applied, and the account will be **blocked for attendance** until the balance is paid in full.

Payments may be paid bi-weekly or monthly if tuition is paid in advance. If you go on vacation, payment is expected before you leave. If the account is left with a balance, **the student's place is not guaranteed upon their return.**

Late pick-up

A **late fee of \$1.00 per child, per minute** will be charged for the first **10 minutes** after closing time (**6:00 PM**) to any parent who has not picked up their child.

For pick-ups occurring **11 minutes or more** past closing, an additional charge of **\$2.00 per minute** will be applied to the family ledger.

Please note that **late pick-up is not part of our regular program** and will only be permitted under **exceptional circumstances**.

Family Discounts

Multiple Child: \$10.00 weekly discount for each additional child
Law enforcement: \$10.00 weekly discount tuition

End of Year Statements

End of year statements will be sent via email by the last week of Jan.
If the account owes a balance for the statement year, the account must be brought current to release the end of year statement.

Enrollment Forms

To remain in compliance, every child's file will need to be complete with:

1. The Kidz House State of Florida Dept. of Children and Families Childcare Application for Enrollment signed and dated yearly.
2. Kid Information Form.
3. Childcare Food Program Application.
4. Sunblock, diaper rash ointment, mosquito, and photography authorization form.
5. DH 3040 School Entry Health Exam, DH- 680 Florida Certification of Immunization or DH-681 Religious Exempt from Immunization
6. CF/PI 175-70 Influenza Virus Brochure (annually)
7. Distracted Adult Brochure, semi-annually in March and September
8. The Flu. A guide for parents, annually in September
9. Parent/Provider agreement form.

To ensure the children's records are current, we will ask parents to update their contact and pertinent information, as needed.

Exit policy

If you choose to withdraw your child from our center, a two-week notice is required, regardless of attendance. The final week of attendance must be prepaid for your child to continue attending. The Kidz House reserves the right to provide written notice of immediate termination in extreme circumstances that impact the wellbeing of the center or other children.

Absent Rates

Tuition is charged regardless of your child's actual attendance, so the weekly tuition still applies if your child stays home due to illness or vacation.

Vacation

If you go on vacation for five days or more, payment is required before you leave. If there is an outstanding balance, your child's spot in the program cannot be guaranteed upon return.

Admissions

The Kidz House welcomes children from six weeks to twelve years of age. Our childcare center operates year-round, Monday through Friday, from 6:30 AM to 6:00 PM.

To enroll your child, please provide the following required documents: enrollment forms, a current immunization record, registration fee, childcare food program application, and a parent/guardian's driver's license.

If there is any change in employment, home address, or telephone number during your child's time with us, it is the responsibility of the parent or legal guardian to notify childcare management in writing. It is essential that our management can reach the responsible parent or guardian during our normal hours of operation.

Holiday Closings (updated every July)

We are closed for the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Fourth of July, Labor Day, UF Homecoming, Veterans Day, Thanksgiving Day, and the day after, Christmas Eve, Christmas Day, New Year's Eve. If the holiday falls on a weekend, we will close the Friday before or Monday after. If we close for any other reason, you will be given two weeks' prior notice.

Inclement Weather

We follow Alachua County schools for inclement weather closures. If Alachua County schools close, we will also be closed. Updates will be provided via email or text. Please note that no tuition credit will be applied if we are required to close due to inclement weather.

Policy for Drop Off and Pick-Up

Please ensure your child arrives at the center by 9:00 AM. Upon arrival, the adult dropping off the child must check in using the ProCare tablets or QR code and walk the child to their classroom. Children should not be dropped off in the parking lot to enter on their own; an adult must escort them into the building as required by state regulations.

Parents are responsible for checking in their child fully dressed, with a clean diaper, and shoes on, ready to start their school day.

For your child's safety, The Kidz House adheres to childcare provider rules and regulations regarding supervision. According to 2.4.1E, each parent or legal guardian must document authorized individuals who may pick up their child on the enrollment forms. Parents will sign up to their children in and out daily using the ProCare App and will be assigned a PIN by the ProCare app to enter the building during business hours. Parents have full access to their children during hours of operation without needing to check them out of ProCare.

Any authorized person picking up a child must present a valid photo ID.

If someone is not listed as an emergency or an authorized pick-up person needs to pick up your child, you must notify us in advance in writing; a phone call is not sufficient. Your child will not be released without prior written authorization. The provider will request photo identification from anyone not recognized, so please inform the pick-up person of this policy.

Children will only be released to authorized individuals with proper identification, such as a valid driver's license or photo ID. Even if a person is on the pick-up list, staff may still ask for ID if the person is not recognized. Children will only be released to unimpaired, authorized adults. Thank you for your cooperation as we prioritize your child's safety. To ensure your child's protection, we require copies of any court-ordered custody agreements. Without a custody agreement, we cannot prevent the release of your child to a parent.

If a child has not been picked up after closing time and we have not heard from you, we will attempt to contact you, and the emergency contacts listed as authorized pick-ups. Provisions will be made to have someone stay with your child if possible. However, if after two hours we cannot reach you or any emergency contacts, we will contact the local child protective services agency.

Child Abuse

We are required by law to report any suspected child abuse, child neglect, exploitation, or deprivation to the Department of Family and Children's Services.

Meals

We understand the importance of fostering a healthy and nutritious environment for our children. Our meals and snacks are thoughtfully planned to meet the dietary needs of each child and to promote healthy eating habits. Additionally, we emphasize physical activity and provide plenty of opportunities for outdoor play and exercise.

Our center provides breakfast, lunch, and an afternoon snack. Milk or juice is served with all meals and snacks, and water is available throughout the day. The menu changes weekly to ensure that children receive a well-balanced diet. While we encourage children to try the food, they are never forced to eat. Our goal is to offer nutritious meals and snacks to support each child's health.

Given the potential severity of food allergies, any child with a food allergy must have an emergency care plan completed by their family physician. To ensure the safety of all children, we do not allow or serve meals or snacks containing peanuts.

Weekly menus are posted on the bulletin board and are available at the beginning of each week. All food products are purchased weekly, bi-weekly, or monthly, with perishable items bought freshly each week. Our mealtimes are as follows:

Breakfast: 8:00 AM – 9:00 AM Student must be in their seat by 8:45
Lunch: 11:30 AM – 12:00 / 12:00-1:00 PM
Snack: 3:30 PM – 4:00 PM

Food storage/ Lunch boxes

Outside lunch boxes are not permitted, with exceptions made only for religious reasons. If food outside is brought, it must be in an insulated lunch box with an ice pack. The unopened lunch box will be stored in the classroom. Please note that we will not serve expired or non-fresh food from a lunch box.

Food intended to be shared

Any food brought from home for a class event must be either whole fruit or commercially prepared items that are sealed and packaged in their original container.

Children arriving at the center after 8:45 AM should have already eaten breakfast. If your child is attending for the day, they must arrive by 9:00 AM, except in the case of a doctor's or dental appointment with prior notice and a doctor's note provided upon arrival.

Infant Care

We provide care for infants starting at 6 weeks of age and will provide parents with a daily summary of their infants' activities. Parents are required to bring pre-made bottles of formula or breast milk each day, labeled with the child's name and the current date. We do not store milk overnight.

Parents must also bring at least one change of clothes for their child in case of accidents or soiled clothing. A fitted crib sheet and blanket should be provided as well. The Kidz House sends home linens and blankets weekly for washing. If a child soils their linens or blankets, our staff follows universal precautions.

Any leftover formula or opened baby food will be returned home each day, as we cannot store these items overnight. We do provide Enfamil Neuro Pro formula.

Parents must supply diapers, ointment, and wipes in bulk. Diapers will be changed every 2 hours or as needed when soiled. Parents will be notified through ProCare when diapers and wipes are running low. **If supplies are not replenished after a second request, the account will be charged \$15 to cover the cost of diapers used.**

If your child uses a pacifier, please label it with their name or initials. Parents should provide a pacifier to always remain on-site. Pacifiers will not be allowed to be attached to the child's clothing or around their neck.

Infants will be placed on their backs in a crib to sleep unless a physician provides a written statement authorizing a different sleep position. No objects will be placed in or on the crib with an infant, including but not limited to covers, blankets, toys, pillows, quilts, comforters, bumper pads, stuffed toys, or other soft items.

No objects will be attached to a crib with a sleeping infant, such as crib gyms, toys, mirrors, or mobiles. Only sleepers, sleep sacks, and wearable blankets provided by the parent or guardian and that fit according to the manufacturer's guidelines (ensuring they will not slip up around the infant's face) may be worn for the infant's comfort during sleep. Infants who arrive at the center asleep or fall asleep in other equipment or on the floor will be moved to a safety-approved crib for sleep. Swaddling is not permitted.

Toddler Care-VPK

Parents must provide diapers/training diapers (with side straps, we cannot accept the pull ons), ointment, and wipes for children aged 12 to 24 months, with diapers brought in bulk. Diapers will be changed every 2 hours or as needed when soiled. For children aged 24 to 36 months who are not potty trained, parents must supply pull-ups. Any shortage of supplies will be communicated through the ProCare check-in tablet. If supplies are not replenished after a second request, the account will be charged \$15 to cover the cost of diapers used.

Each child should have at least one change of clothing suitable for daily outdoor play, appropriate for protection against cold, heat, sun exposure, and insect-borne diseases. We are not responsible for clothing or personal items. Closed-toe shoes are required for outdoor play. **Please note that Crocs are not considered closed-toe shoes; however, they will be allowed once your child begins potty training and is placed on a bathroom rotation by the teacher.** Parents will be notified before potty training begins.

Toilet training

Our staff assist with potty training children aged 24 to 36 months. During this process, children will be taken to the restroom several times a day and encouraged to use the toilet. Once a child consistently uses the toilet, the teacher will advise the parent to transition to underwear. All children must have at least one change of clothes kept at the center for accidents.

Once a child turns three and is not fully potty trained (experiencing one or more accidents per week), a \$35 weekly fee will be added to the tuition. The child will not be promoted to the three-year-old class until they are fully potty trained. If the child is not potty trained one month after their third birthday, we will be unable to continue their enrollment.

Biting

Biting is a common developmental stage among infants and toddlers, and most young children will bite at least once. When biting occurs, our response will be to care for the child who was bitten and to guide the biter toward more appropriate behavior. Our focus will be on addressing the underlying reasons for biting rather than on punishment. Supervision and prevention will be our primary strategies for behavior change. We will provide written notes to the families of both the child who was bitten and the child who bit.

We will collaborate with both families to keep them informed and to develop strategies for addressing the behavior. Repeated biting will result in the child being sent home for the day. If the behavior continues upon their return, they will be sent home for two days. Further incidents may lead to additional days at home. To ensure a safe classroom environment, the Director reserves the right to dismiss a child from the program due to excessive biting.

Behavior

Students receive clear guidance on expectations, including the daily schedule and appropriate behavior. They are expected to follow directions and treat both teachers and classmates with respect.

If a student hits a teacher or exhibits aggressive behavior, parents will be called to pick them up. If the behavior persists, the student will be suspended from the classroom for two days, with tuition still applying. If the behavior continues upon their return, the child will be disenrolled from the program.

Discipline and Positive Guidance Policy

The Kidz House is committed to providing a safe, nurturing, and positive environment for all children. Discipline will be developmentally appropriate and used to teach positive behavior, self-control, and respect for others.

Staff will use positive guidance techniques such as redirection, clear expectations, positive reinforcement, offering choices, modeling appropriate behavior, and providing supervised opportunities for children to calm down.

Physical punishment, threatening, yelling, humiliation, frightening or degrading treatment, and withholding food, rest, or toileting as punishment are strictly prohibited. Children will never be isolated without appropriate supervision.

When a child displays aggressive, disruptive, or unsafe behavior, staff will use appropriate interventions to protect the child and others. Parents will be notified when behaviors are significant or become recurring. The center may work with families to identify triggers, develop behavior strategies, and recommend additional professional support when appropriate.

If a child's behavior creates an immediate or ongoing safety concern or prevents the classroom from operating safely, a parent or authorized guardian may be required to pick up the child. Pick-up will be used for safety purposes and not as punishment.

When repeated challenging behaviors cannot be safely managed despite reasonable interventions and parent collaboration, administration may consider additional measures, including a behavior plan, suspension, or termination of care.

All staff members are required to follow this policy and applicable Florida DCF requirements at all times.

Nap Time

Nap time is scheduled from 1:00-3:00 pm for ages 1 yr – 5 yr. Infants will nap at various times throughout the day. While at the center, we provide each child with a bed cot. Parents must provide a blanket and cot cover. To take home weekly to be washed and returned. Parents must also provide a change of clothes for each child in case of accidents.

Assessment Policy for Children Receiving School Readiness Subsidy

At The Kidz House, we are dedicated to supporting each child's development and school readiness. In accordance with the requirements of the Early Learning Coalition (ELC), children receiving a School Readiness subsidy will be assessed using an approved developmental screening tool provided by the ELC.

Assessment Schedule:

- An initial assessment will be conducted within the first 30 calendar days of your child's start date.
- Additional assessments will be completed annually, aligned with:
 - Your child's ELC renewal date, and
 - Your child's birthdate each year.

Access to Assessment Results:

- Assessment results will be accessible through the ELC Family Portal.
- Parents and guardians are encouraged to review these results to stay informed about their child's developmental milestones and progress.

Acknowledgment Requirement:

- Once the assessment has been submitted to the Early Learning Coalition, The Kidz House will require a signed acknowledgment from the parent or guardian confirming that the submission has been reviewed.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. All staff will pass a criminal history records check and have current CPR & First Aid certification. All will participate in orientation and ongoing training in the

areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Administering Medication

Medicine will be administered only with written authorization and instructions from the child's parent or legal guardian. Authorization forms are available at the front desk for any medication that needs to be administered. Medicine must be in its original container, clearly labeled with the child's name. Prescription medication will only be given to the child named on the label.

Parents must hand the medicine to the Director or designated manager when dropping off their child and must take the medicine home each night. We will administer over-the-counter medication according to the label instructions if a completed medicine form is provided and the bottle is clearly labeled with your child's name.

We will not administer fever reducers or any medication containing fever reducers, and we do not store medication overnight. An exception is made for emergency allergy medications, such as an EpiPen, provided that an authorization form is completed.

Immunization

All children who attend childcare must have a certificate of immunization, or an exemption issued by the County Health Department (CHD). Parents must submit a Florida Certificate of Immunization at time of enrollment. This is a state requirement and must be enforced. We ask that each time your child has an immunization, you bring in a new form with current dates and shots. The correct immunization form can be obtained from your pediatrician or local health department.

Exclusion of Sick Children

If your child develops a temperature of 99.3°F or higher.

For the health and safety of all children and staff, any child sent home due to a fever, vomiting, diarrhea, or other contagious symptoms must be symptom-free for at least 24 hours (without the aid of medication) before returning to the center.

If your child shows signs of head lice, they will be checked by a teacher and will need to be picked up. Before they can return to the classroom, they must be rechecked by the Director or a designated teacher to ensure they are completely lice-free. This helps us prevent the spread and protect the rest of the class.

Thank you for helping us maintain a healthy and safe environment for all!

Child Care Facility Handbook: 6.1, 6.1.2

Viral Illnesses and Contagious Conditions

For the health and safety of all children and staff, any child experiencing a contagious viral illness must remain at home until they are no longer considered contagious and meet The Kidz House's requirements for returning to care. Please understand that our illness and exclusion policies are established to protect the entire school community and may be more cautious than an individual physician's recommendation.

Hand, Foot, and Mouth Disease (HFMD):

Due to the highly contagious nature of Hand, Foot, and Mouth Disease, a child diagnosed with or showing symptoms of HFMD must remain out of the center for a minimum of five (5) days. In addition to completing the five-day exclusion period, all blisters must be completely dried and the child must be fever-free and well enough to participate in normal classroom activities before returning.

We greatly respect the medical advice and recommendations provided by each child's physician. However, a doctor's note clearing a child to return will not override The Kidz House's minimum five-day exclusion period for Hand, Foot, and Mouth Disease. This policy is enforced consistently for all families to help reduce the spread of illness throughout our classrooms.

Pink Eye (Conjunctivitis):

A child diagnosed with pink eye must remain at home for a minimum of two (2) days while receiving appropriate treatment. Before returning, symptoms should be improving and the child should be able to comfortably participate in normal classroom activities. We appreciate our families' cooperation and understanding. Our goal is never to inconvenience a family, but to protect the health of the children and staff in our care.

We do not administer fever reducers throughout the day to manage a child's fever.

If you would like your child to have medication for a cough or runny nose, please provide medicine or homeopathic remedies that do not contain fever reducers.

Any parent, child, teacher, or staff member who tests positive for COVID-19, regardless of vaccination status, may return after 5 days of isolation if they are fever-free for 24 hours (without the use of fever-reducing medication) and symptoms are improving. For those without symptoms, Day 0 is the test day. For those with symptoms, Day 0 is the day symptoms began.

If exposed to someone who tested positive for COVID-19, individuals should wear a mask for 10 days and monitor for symptoms. Day 0 is the day of last exposure. If symptoms develop, isolate immediately and get tested at least 5 full days after the last exposure.

Staff and individuals under their supervision will not be allowed in the center if they have symptoms of vomiting, fever, or diarrhea.

Handwashing, Health & Safety

Hand hygiene stations are located at the entrance of the facility to allow staff and children to clean their hands before entering.

All adults and children are required to follow proper hand hygiene practices, including frequent handwashing with soap and water. Handwashing should be done:

- * Before and after eating meals and snacks
- * After blowing noses, coughing, sneezing, or meeting body fluids
- * After using the toilet or changing diapers
- * After returning from outdoor play

Additional hand hygiene stations are also available at each playground.

Cleaning and Disinfecting

All surfaces and objects that are frequently touched such as tables, doorknobs, counters, desks, phones, keyboards, faucets, toilets, sinks, light switches, will be routinely cleaned, sanitized, and disinfected. All toys and surfaces will be cleaned and sanitized at the end of the day. All toys that are put in a child's mouth will be put into a bucket until cleaned and sanitized.

Sippy Cups

Sippy cups will no longer be allowed in the classroom for ages two and over. Every child will have access to a water fountain in each class, and in the playground.

We do our best to limit germ spreading, and unfortunately sippy cups harbor bacteria. The children can likely share their sippy cup and germs can spread. Your child could easily get sick or get cavities from another child. During meals, the children are provided with a small disposable cup with a straw, like the picture below.

This same cup will be introduced to the one-year-old class, to assist weaning from the sippy cups.

If your one-year-old cannot adjust to the disposable cups, they will be permitted to continue to use their sippy cups until they are promoted to the two-year old class.



The Dept. of children and families does not mandate the use of sippy cups, if a clean, sanitary drinking water be readily accessible in indoor and outdoor areas, throughout the day.

Safety

Due to a recent incident, children in infants-two years old will no longer be allowed to have their hair beaded. This creates a vast safety hazard.

The beads can fall out at any given moment, and the child or classmate can place a bead in their mouth and cause them to choke.

Incident reports

If your child were to incur a non-threatening injury, parents will be notified on the ProCare app by the end of the business day. If the incident is of high concern, parents will be notified by app immediately. Incident reports will require a signature on the incident report hard copy. We encourage parents to download the ProCare App.

Belongings

All children's belongings must be labeled with their name.

Plastic storage

We are unable to accept or store personal items in plastic bags within the children's cubbies. Dirty or soiled clothing will be sent home in small plastic bags, which will be placed on hooks positioned 5 feet high.

Birthday Celebrations

On your child's birthday parents are welcome to share cupcakes (non-peanut ingredients), juice boxes with the classroom after 3:30 in celebration of their special day. Please notify the front desk of your request to add to the teacher's calendar.

Prohibited Substances

No person shall smoke, vape, use tobacco, or prohibited substances on the premises.

Governing Regulations/Inspections

The governing organization for childcare is the Florida Department of Children and Families. We comply with all state licensing regulations and requirements. Our center is subject to a unannounced inspection by the Department of Children and Families, and yearly inspections by the city, fire, licensing, and building agencies.

As an Early Learning Coalition provider, we are subject to a school readiness program assessment. The assessment measures the quality of teacher-child interactions during a child's typical experience at a childcare provider.

Emergency Plans

We have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center. The Center has in place procedures for evacuation, relocation, shelter-in place, lock-down, communication and reunification with families, and continuity of operations.

ENROLLMENT CONTRACT

This contract is made between the parent(s)/ guardians: _____
and The Kidz House for the care of the following children:

_____ child's name and date of birth
_____ child's name and date of birth

Please initial next to each item.

___/___ I/we understand the payment for care is \$ ___00 per week.

___/___ I/we understand payment is due on Monday of the week of care.

___/___ I/we understand the late fees policy.

___/___ I/we understand I am to provide The Kidz House a medical form, and my child's
immunization records/exemption from the Dept. of Health within two weeks of enrollment

___/___ I/we understand the hours of operation are from 6:30a-6:00p.

___/___ I/we understand the illness policy.

___/___ I/we understand the pickup policy for anyone else other than the parents.

___/___ I/we understand the check-in policy.

___/___ I/we understand the vacation policy.

___/___ I/we understand holiday/weather closure policy.

___/___ I/we understand the discipline policy.

___/___ I/we understand the toilet training policy.

___/___ I/we understand the termination policy by both parties

Early Learning Coalition

___/___ I/we understand ELC's absent policy.

___/___ I/we understand ELC's enrollment certification.

___/___ I/we understand I am financially responsible under the private rates if my benefits were to lapse.

___/___ I/we understand The Kidz House cannot care for my child more than eight hours a day.

___/___ I/we understand I must submit the ELC assessment and provide a copy to The Kidz House.

X

Father/Legal Guardian/ Date

X

Mother/Legal Guardian

X

Director/ Date