

AT A GLANCE

The items listed below are meant to serve as a “quick” reference for items outlined in the Family Handbook. You can see the full version online- www.kidzoneonline.com

- Check bulletin boards, doors and your family mailbox daily.
- Your child can only be released to people listed on the “Child Emergency Card” These people must have a photo ID to pick up your child.
- When packing your child’s lunch please make sure all containers are labeled and placed into a lunch box or bag with the child’s name on the outside. Lunch boxes are placed into the refrigerator in the child’s classroom.
- Please read over our health policy page. Children are not to be brought if they are ill. They will be sent home in terms of a high fever, loose stools, etc.
- If your child needs medication while in our care, you must complete an authorized form and turn it into your classroom lead teacher. All medication must be in its original container. We can only administer medicine according to doctor and/or label instructions.
- Children must be properly dressed for outdoor play. (primarily concerning winter) Please plan on children going outside daily!
- Regarding infants/toddlers, parents must supply all diapers and related items; formula, baby food etc. All items must be labeled with your child’s name. Bottles must be pre-made. We can add formula to water, but cannot add water to any bottle or sippy cup.
- The center cannot be liable for any personal items lost, stolen or damaged.
- You are expected to pay tuition on Mondays. We recommend that families pay tuition bi-weekly for care in advance. We will add a \$25 late fee if tuition is not paid.
- Pick up is no later than 6:00 p.m. If you are late picking up your child you will be charged \$1 for each minute after 6:00 p.m.
- To terminate enrollment you must, put into writing a two week notice and you will be responsible for paying for those last two weeks of care.
- The Kidzone parking is for pick-up and drop off only. Please do not park there while you are in class.
- Please call the center by 10 a.m. daily if your child is not attending the center for whatever reason.
- Students must give your child’s schedule between semesters at the Kidzone office in order to hold your spot for the next semester.