

NOTICE OF FIRST SCHOOL YEAR

Welcome to The Kidz Factory, llc before and after school program 2010-2011 school year. We are excited with working with you and your children this upcoming school year. At The Kidz Factory our parents and children are our number one priority. We offer great staffs who all are CPR/FIRST AID certified and have the credentials to assure you that your child will be in great hands. This letter is to inform you of certain procedures and important reminders while your child is enrolled at The Kidz Factory. We are grateful and thankful that you chose The Kidz Factory, llc to be your child care provider.

Tuition- tuition is your weekly payment which is due every Monday with a grace period til Wednesday@9am.

Late Payments - Late payments go in effect every Wednesday at 9:01 am. A \$50.00 late charge is applied to your tuition payment immediately. Late payments that are not paid by the closing of the school day, your child will NOT be transported from school.

Payment Methods- The following payment methods are accepted: cash, money orders, debit check card, credit cards and also online @ www.thekidzfactory.com (NO PERSONAL CHECKS)

Late Pick-ups- The Kidz Factory, llc closes at 7pm daily. Starting at 7:01pm late fees will occur. \$15.00 for the first minute and \$1.00 for each additional minute, frequent late pick-ups will result to a permanent dismissal from the program.

Transportation- transportation is provided to and from school. Parents are required to notify the center when their child **will not** be transported from school by The Kidz Factory. If fail to do so a \$ 5.00 fee will be applied to tuition payment.

School Closings- When PG county Schools are closed The Kidz Factory will open with NO extra fee. EXCEPT FOR MAJOR HOLIDAYS!

School Closings due to weather- Depending on the severity of the weather we may close the center or open with delay. Parents will be notified by telephone or e-mail

Homework Policy- Each student will receive 90mins to complete homework. Extra time will only be given if requested by the parent. If the student says they do not have homework parents will sign the homework log at the time of pick-up

Breakfast- is provided each morning at morning care. You are allowed to bring your child breakfast. Please remember that Breakfast is optional.

Snack- snack is provided each day. Students will have 20 minutes for snack unless parents request for additional time due to medical reasons. Parents are allowed to pack their children their own snack.

Parent Signature

Date

Lakita R. Dyson

Owner/ Director