



PARENT HANDBOOK

Lakisheya Anderson - Director

Welcome To Our School--

The staff of Kingdom Kidz Palace, Inc., welcomes you and your children to our school. We believe that children have a natural desire to learn and that our role is to help them discover their world by providing them with a well-equipped environment full of enriching experiences. Our program allows children to learn through various activities, consisting of music, math, art, drama, science, language, dress up and developing large and motor skills. The philosophy of this facility is to create a loving and safe atmosphere that mimics the comforts of home, but provide an educational environment for young children. Kingdom Kidz Palace, Inc. promotes values and diversity to teach children the acceptance of those who are different. Kingdom Kidz Palace, Inc. is where impressions are made.

Thank you for choosing Kingdom Kidz Palace, Inc., a place where your child can learn and grow.



A Description of Our Classroom

Our Toddler Program provides a variety of activities for the child ages 2 years to 4 years old. Various activities are provided to stimulate the very young child's growth and development. Our 2 year olds are introduced to activities ranging from block building to matching objects. Our first priority for this age group is to provide a safe loving learning environment that promotes positive self-esteem and discipline.

Months	Themes	Letters	Numbers	Color	Shapes
Sept.	New Friends Fall	A, B, C	1, 2	Red	Circle
Oct.	Fire Safety Farm Animals/ Crops	D, E, F	3, 4	Brown	Square
Nov.	Thanksgiving Trees/Plants	G, H, I	5, 6	Orange	Triangle
Dec.	Moon/Stars Christmas	J, K, L	7, 8	White	Rect- angle
Jan.	Winter Scenes MLK Day	M, N, O	9, 10	Blue	Star
Feb.	Hearts & Hugs/ Dental	P, Q, R	Review 1-10	Pink	Heart
Mar.	St. Patrick's Day Kites	S, T, U	11, 12	Green	Diamond
Apr.	Seed/Flowers Easter/Spring	V, W, X	13, 14	Yellow	Oval
May	Insects, Mother's Day	Y, Z	15, 16	Purple	Shape Review
June	Father's Day	Review A-O	Review 11-16	Orange Black	Circle Star
July	Vacation Water Fun	Review R-z	Review 1-16	White Blue	Triangle Square

Daily Activity Schedule for 1 and 2 Year Olds:

6:30 - 8:00 am	Children arriving/breakfast
8:00 - 9:00 am	Fed breakfast
9:00 - 9:30 am	Diaper/bathroom time
9:30 - 10:30 am	Outside play
10:30 - 11:30 am	Listen to music
11:30 - 12:00 noon	Lunch
12:00 - 12:30 pm	Story time
12:30 - 1:30 pm	Nap time
1:30 - 2:00 pm	Diapering/Bathroom time
2:00 - 3:30 pm	Snack time
3:30 - 4:00 pm	Outside Play
4:00 - 4:30 pm	Dinner Time
4:30 - 5:30 pm	Floor Time (free play with blocks, etc.)
5:30 - 6:00 pm	Quiet period while waiting for parents.

Daily Activity Schedule for 3 and 4 Year Olds:

6:30 - 8:00 am	Children arriving/breakfast
8:00 - 9:00 am	Children are encouraged to feed themselves
9:00 - 9:30 am	Children are encouraged to use the toilet (those in training) with assistance
9:30 - 10:30 am	Educational period (language, literacy, math, science, etc...)
10:30 - 11:30 am	Outside play
11:30 - 12:00 noon	Lunch
12:00 - 12:30 pm	Story time
12:30 - 1:30 pm	Nap time
1:30 - 2:00 pm	Children are encouraged to use the toilet (those in training)
2:00 - 2:30 pm	Snack time
2:30 - 3:00 pm	Outside Play
3:00 - 4:00 pm	Listen to music
4:00 - 4:30 pm	Dinner
4:30 - 5:30 pm	Free play time
5:30 - 6:00 pm	Quiet period while waiting for parents.

Daily Activity Schedule 5-12 Year Olds:

6:30 - 8:00 am	Children arriving/hand washing
8:00 - 8:45 am	Breakfast
8:45 - 9:00 am	Hand Washing/Clean up
9:00 - 9:30 am	Morning Language Group (Time, Place, Date, etc.)
9:30 - 10:30 am	Outside Play

COGNITIVE DEVELOPMENT

10:30 - 11:30 am	
Individual/Small group Activities (Math, Science, Reading, Social Studies)	Alphabetical Order (worksheet)
	Classroom Discussion
11:30 - 12:00 noon	Lunch

LANGUAGE & LITERACY

12:00 - 12:30 pm	Independent Reading - children will be provided a selection of books to read. The book will be red to children unable to read alone
12:30 - 1:30 pm	Nap time/Quiet time on mat
1:30 - 2:00 pm	Bathroom/hand washing
2:00 - 3:00 pm	Centers

PHYSICAL DEVELOPMENT

3:00 - 3:30 pm	Fine/gross motor activities. parachute Play/Outside time
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APPROACHES TO LEARNING

3:30 - 4:00 pm	Mixing colors to create different shades
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EMOTIONAL & SOCIAL DEVELOPMENT

4:00 - 4:30 pm	Theme of the Day.
4:30 - 5:30 pm	Free play time
5:30 - 6:15 pm	Homework/reading/computers, MLK worksheets, color sheets, waiting for parents, etc.

Hours of Operation

Kingdom Kidz Palace, Inc. operates year round, Monday through Friday from 6:30 am until 6:00 pm, except for scheduled closings. Children may remain in the program no longer than nine (9) hours daily without my additional charge for services. Anyone arriving after the pick up time will be charged \$1.00 per minute. I will be available in case of emergency but it must be beneficial to me. I too have a busy schedule which must be arranged around my providing childcare service.

Closed Holidays

The school observes the following holidays and special closings:

New Year's Eve	New Year's Day
Martin Luther King Day	President's Day
Good Friday	St. Patrick's Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve
Christmas Day	Day after Christmas

Parents will be notified of scheduled center closings at least 2 weeks in advance through a reminder notice posted on the Parental Information Board. Severe weather conditions may necessitate unscheduled closings. (The center will usually be closed when the Chatham County Public Schools are closed for hazardous weather.) Parents may be required to pick up their child or children or make arrangements for their child or children to be picked up upon the request of the director.

Note: If a holiday falls on a Saturday we will be closed on Friday and if a holiday falls on a Sunday we will be closed on Monday.

Admission Policies and Requirements

Children ages 6 weeks to 12 years old are eligible for enrollment at Kingdom Kidz Palace, Inc.. Children are enrolled on a first come, first served basis depending on the availability of space and the date of the application for admission. Children with special needs are accepted into the program at the discretion of the director. Applications for enrollment are available at Kingdom Kidz Palace, Inc. and should be completed and returned to the office. Completed applications for care will be processed by the staff immediately. The registration fee and an advance payment of one week of childcare must accompany all enrollment forms. This payment will not be returned if the parent fails to start the child on the agreed upon date. If an opening is not available, the family will be placed on the waiting list. The family will be notified by the school when an appropriate opening is available. Prior to admission, parents or guardians should tour the school and talk with the director and teacher about the program. *The parent or guardian of the child to be admitted must complete the following enrollment information forms before the enrollment process can be completed.

1. Application
 2. Medical Release Form
 3. Emergency Information Card
 4. Student Medical Form
 5. Child Care Immunization (No child will be admitted without an immunization card!!!)
 6. Infant Feeding Form
 7. Parent/Provider/Tuition Agreement
 8. Transportation (if applicable)/Field Trip Permission Slip
- * It is the parent's responsibility to supply and maintain accurate required record information.

Confidentiality

Information regarding your child will not be released to anyone unless required by our regulatory and partnering agencies. All records will be kept confidential.

Diapers

Parents are expected to provide their own diapers and baby wipes. I also have a limited supply of disposable in case you run out. If I use one of my diapers for your child, I expect you to replace it for the next person who needs it. Infants are changed as needed. I change toddlers about twice a day (as needed). Powders are not used in the program and if the parent wants the center to use diaper ointment a medication form must be filled out.

Toilet Training

When children begin to show interest and are developmentally ready, and with assistance of the parents/guardians, we will be happy to assist in the toilet training of your child. It will be the parent's/guardian's responsibility to provide a daily supply of pull-ups, underwear, and changes of clothes for this endeavor. If you have concerns, we encourage you to discuss these with your child's teacher.

Enrollment Forms

Drop In - you will need to complete a drop in enrollment form if your child is a regular drop in to the daycare facility.

Part Time - you will be asked to complete an enrollment form if your child comes to the day care facility for more than 15 to 20 hours per week.

Tuition Fees / Registration Fee

\$165.00 weekly tuition is due in advance every Monday. Fees are due and payable Monday of each week. If fees have not been paid by Monday afternoon, a late fee of \$5.00 per day will be applied starting Tuesday morning. If fees are not paid by Monday of the next service week, the child will not be allowed to stay. The Childcare fee is subject to change with a two week

notice given to parents. Your childcare payment may be eligible for a tax credit. You will be issued a statement upon your request of what you have paid for the year. All payments should be made with cash only, no checks will be accepted.

Tuition is charged regardless of irregular attendance. If your child is absent for any reason the fee is due in order to hold your child's place. **If your child comes to the daycare at least one day the fee for the week will be charged.** Please notify the office as early as possible regarding your child's absence. If a month has five weeks in it you will be required to pay for all weeks in that month.

Registration Fee

A yearly registration fee of \$100.00 is due the first Tuesday of September. Registration is completed when all forms have been completed and turned into the office.

Late Fees - Pick Up

Anyone arriving late to pick up their child will be charged \$1.00 per minute. Please be aware that when you are going to be late, you must make every effort to contact the center. Being habitually late will be grounds for termination of admission. A cash payment of the total amount due should be paid to the staff who is with your child. This fee applies to all daycare rates. This fee is also applicable even if you have called to inform the daycare provider that you will be late.

Tuition Late Fee - \$5.00 per day will be added to your account if you are late.

Day Care Rates

\$165.00 per week - Toddler - 12 yrs. \$145.00 - Infants

Family will receive a \$5.00 per child discount for multiple children in the center.

Drop Ins - \$40.00 per day: 0 - 4 hours \$5.00 per hour

CAPS and Special Programs

The Department of Human Resources will pay the yearly registration fees.

The parent is required to pay the difference between what DHR pays and what the school charges for weekly fees. Since this is such a nominal fee and DHR pays the provider monthly, this difference is due in advance for the entire month at the beginning of the month. This amount is determined by the number of Mondays in that month.

It is Kingdom Kidz Palace, Inc.'s understanding that when a parent on a special project is not in school, or not on a job, that child should not be brought to daycare since DHR will not pay for those days.

If a child attends under the above mentioned circumstances and DHR refuses payment, the parent will be responsible for full payment. The child will not be allowed to return to school until payment is made.

The difference in weekly fees payable by the parent is due for the month on the day a child is enrolled. If a child is kept out for an entire week for no legitimate reason, please keep in mind that DHR will not pay the provider for the week. However if the child is brought to the daycare for any length of time that week, the provider will be paid for the entire week. This will keep the fee from being passed on to the parent for negligence.

Transitions

The transition for a child into and out of child care should be an exciting time. We will work with you and your child to ensure the smoothest transition possible occurs as new routines and people are introduced.

Attendance

We encourage all enrolled children to participate in our program daily.

If a parent plans to bring his or her child in after 9:00 am, the parent is requested to inform the school of the child's late arrival by 9:30 am, so that the child may be included in the daily attendance record and in the day's lunch count. All parents, guardians, or authorized adults must be sure to sign their child in and out daily. In addition, children must be accompanied into the school in the morning by an adult who makes sure the teacher in charge is aware of the arrival of the child. Any special arrangements, medication, etc. should be noted on the sign-in sheet at the time of arrival.

Each parent at the time of enrollment is asked to take a 3x5 card and list any person's name on the card that you give permission to pick their child up from daycare. Children will not be released to anyone who is not listed on the written release card as an authorized person to pick up a child unless the parents have made specific arrangements with the school's staff for emergency pick-up. A photo ID card will have to be shown to the staff when pickup up the child if other than the parent or guardian.

Transportation

We do not transport children to and from Kingdom Kidz Palace, Inc..

Vacations and Other Absences

Parents will not be responsible for the weekly daycare fee during the provider's sick time or vacation days since the parent has to pay an alternate provider.

When I need time off due to illness, vacation, or professional commitments, I will give at least one week notice whenever possible. I keep absences limited, since the children depend on my daily physical presence to ensure stability. In the event of death in the family the daycare will be closed automatically.

Parent/guardian will need to give 2 weeks advance notice of scheduled vacations or leaves. If a registered child goes on vacation, one half the weekly rate will be due for each vacation week to reserve their slot. Vacation fees are due in advance of the child's vacation and payable on the child's last day at school prior to the start of his/her vacation. These fees will not be refunded if the child does not return. These fees are payable regardless of two weeks notice being given or the number of weeks the child will be gone.

*Note: All parents must have a backup care giver ready in case I am unable to offer substitute care. Financial obligation for child back up care is the responsibility of the parents.

Emergency Absences

The school should be notified as soon as possible when a child will not be in attendance for any reason. The school must be notified by 8:00 am whenever a child will be absent. This helps to prevent the waste of food and it also helps to determine if an aid is needed for that particular day. Failure to notify the center will result in those expenses being passed onto the parents.

Failure to send your child to school for no particular reason will still result in the full weekly fees being due. ie: "I am keeping Kim home this week" or "I am letting her stay with her grandmother because I have too many bills to pay this week."

Please keep in mind that Kingdom Kidz Palace, Inc. has bills that must be paid. The only excuses the school will accept is one that is due to serious illness, death or because the school is closed due to severe weather conditions. If the child is out for any other reason, unless on vacation all fees will have to be paid on the morning the child returns to school.

Emergency Medical Procedure

All possible care is taken to provide a safe and healthy environment. However children do have accidents. We are certified in pediatric CPR and Red Cross Training. In case of an accident we tend to the child and notify the parent(s). Your child will be taken to the nearest hospital if this becomes necessary. All parents must sign medical permission forms to be used in case of emergency. If emergency medical attention is needed for your child he/she will be transported to Memorial Medical Center.

Health

1. Children should have regularly scheduled physicals while attending the school. We request that you inform us of any changes that may occur in order that we may keep our files current.
2. Georgia State Law requires a current Certificate of Immunization on your child at the time of enrollment. A new certificate is required prior to the expiration of the current certificate. These forms may be completed by a physician, or the Chatham County Health Department.
3. Daily health checks will be done each morning upon arrival at the school and periodically throughout the day. If the staff determines that your child is ill, you will be notified to make arrangements for child care.

Certain types of illness may necessitate the temporary removal or exclusion of your child from the school for a period of time. They are as follows:

1. Diarrhea - when diarrhea is noted, the child's temperature will be taken. The parent will be notified when the child has two or more loose stools in one hour or three loose stools in two hours, and you will be requested to come for the child as soon as possible. The child may not return to school for twenty four hours. The Center does not administer medication for diarrhea!
2. Temperature - Temperature elevation of 101 or above. When a temperature elevation is suspected, the child's temperature will be taken. If the temperature is 101 or above, the parent will be requested to come for the child as soon as possible. Children may return to school when they have been without fever for twenty-four hours. No child with a fever may attend daycare.
3. Vomiting - If a child has been vomiting frequently before coming to school, the child should be kept at home for the day. If frequent vomiting occurs while the child is at school, the parents will be notified and requested to come for the child as soon as possible.

Parents will be notified by a written letter from the director of exposure to a communicable disease immediately. Parents are requested to notify the daycare immediately if their child contracts a communicable disease.

*Please contact the school office prior to class-time if your child is going to be absent due to illness or other causes. If your child has a communicable disease, please call the school immediately so that we may inform other parents. If your child is ill with fever, diarrhea, vomiting, coughing, running nose, etc., please do not bring him/her to school. We cannot accept sick children in the classroom. Should your child become ill at school, he/she will be separated from the other children and allowed to rest until you can be reached. A child will be excluded from other children in the office with the director if he/she becomes sick while waiting to be picked up by parents.

Medication

Authorization for medication are available in the office. In order for your child to receive medication, you must complete and sign the medication form. The form must be completed including your child's name, the name of the medication, the time the medication is to be administered, and the amount of medication given. The form must be renewed weekly. Only prescription medication should be brought to the center. Medication must be in the original container with the name of the physician, name of the child, and the medication directions written on the label. Please administer the first dose of prescription medicine at home. If the first dose is given at the daycare the parent must remain at least twenty minutes afterward in case the child has a reaction from it. All medication given at school should be accompanied by a measuring spoon or cup. It is important that the correct amount of medication be administered. We document giving medication and any adverse reaction to medication. Non-prescription medication will not be administered at the school. Toddlers needing over the counter cremes for diaper rash will be administered.

Scratches and scrapes are inevitable when children play so these will be treated with an antiseptic and a band-aid. For anything more serious you will be notified.

Toys

Children are provided with toys at Kingdom Kidz Palace, Inc. and should be discouraged from bringing toys as Kingdom Kidz Palace, Inc. will not be responsible for their personal toys.

Play

Children will be allowed to play out-of-doors daily except in inclement weather. Make sure your child wears suitable clothing each day. Each child must have a change of clothing at Kingdom Kidz Palace, Inc. in case of emergency. All clothing must be labeled. Children should wear washable clothing in which they will be comfortable.

Naps

Each child at Kingdom Kidz Palace, Inc. will have the advantage of an afternoon nap or rest period each day. Please do not pick a child up during nap time if at all possible. Please provide a lightweight blanket for your child.

Meals and Nutrition

Two nutritious hot meals and a snack are provided for all children at Kingdom Kidz Palace, Inc.. Weekly menus are posted on the bulletin board for you viewing. We also give out daily reports to let parents know the meals and changing times. These meals must meet standards set by the Food and

Nutrition Service of the United States. Parents should not allow their children to bring gum, candy or other sweets to school. Adequate snacks and a hot meal is served with milk and or juice at every meal. Children are offered food, but not forced to eat. Meals are served family style with emphasis on conversation. Food exceptions are not made for individual children except in case of allergies or a special diet prescribed by physician. Parents must provide food for children on special diets. Children not on special diets should not bring food to the center. **MAKE SURE WE KNOW OF ANY FOOD ALLERGIES IN WRITING.**

Kingdom Kidz Palace, Inc. will accommodate special days such as birthdays. Parents are responsible for cake, cookies, ice cream and other treats. Please let the staff know in advance what you have planned.

Observation and Parent Conferences

Observing children in the classroom is a wonderful experience for parents. We are happy to have you come and observe the Center at anytime. Our School is always open to parents. All visitors must stop at the office upon arrival. *Parent Teacher Conferences are held as needed by the director and parents. If you wish to speak to your child's teacher or the director at any other time, please don't hesitate to call and make an appointment. We encourage parents to take an interest in our program and talk with your child about his/her activities here at the daycare. Parents are encouraged to discuss their concerns and questions with the provider. The daycare is open for suggestions and discussions of this program. Please let us know if you want to discuss something which has taken place at the daycare or that you would like to see take place. Let's treat each other with respect!

Discipline

There are times that disciplinary action must be taken. If a child misbehaves, we will talk to your child and tell him/her right from wrong the first time. The second time he/she is asked to sit apart from the rest of the class for a short period of time (1 minute per age of child 3 and up) where he or she may observe and hear the other children. We treat all of our children as if they were our own children with lots of love! Time out is the only kind of discipline that is given. Should a problem of a more serious nature occur, the parent will be contacted immediately. There is no corporal punishment. Nor should punishment be associated with food, napping or toilet usage - no loud profane or abusive language will be used.

Grievance Procedure

Parents of children served by the school who disagree with either our policies should use the following grievance procedure to resolve their problems.

- ✓ Parents should first bring their problem to the attention of the director.

- ✓ The director will meet with the client within three working days to resolve the grievance.
- ✓ Parents must agree to give a written notice of 2 weeks prior to withdrawal of the child. If a two week notice is not given, full tuition will be charged to your account.

Termination of Services

Kingdom Kidz Palace, Inc. reserves the right to terminate services of the parent/guardian:

- Do not keep the child's immunization current
- Fails to pay tuition (account 2 weeks past due). Collection process will go into effect.
- Destruction of the Program, including physical and/or verbal abuse to the staff or physical plant.
- Keeps the child out for at least one week without making prior arrangement with the director.
- Is not supportive of the Center's policies and procedures.
- Does not cooperate with the director and staff in cases of unruly and disruptive behavior of their child.
- If Kingdom Kidz Palace, Inc. feels it is unable to meet the needs of the child and/or family.

General Information

Statement informing parents of Emergency Plans, Procedures, license may be found on the bulletin board for your viewing.

1. Copy of license
2. Copy of rules
3. Review of evaluation
4. Name of person in charge
5. Communicable disease
6. Statement of parental access
7. Bi-monthly menus
8. Emergency Plans - fire, severe weather, etc.
9. Vision Statement

Please be considerate of my neighbor's property as well as my own. Please do not park in front of their driveways and if possible do not turn around in their driveways. Please help to maintain good relations with our neighbors. During pick up and drop off please be considerate of parents wishing to leave and you have them blocked in.

Summary of Child Abuse Reporting Law

Staff at this facility are mandated reporters of suspected abuse, neglect, or deprivation of a child. This means that the law requires our staff persons to report any known or suspected abuse, neglect or deprivation of a child to the Department of Family and Children Services.

Nondiscrimination Statement

This facility does not discriminate on the basis of race, national origin, color, creed, religion, sex, age, or disability. We are committed to providing equal opportunities to a quality child care program for your child

Change of Address and Phone Number

Your child's safety is one of our primary concerns. Therefore, we ask that you notify the center office immediately if you change your address, phone number, or place of employment so that we may be able to contact you in event of an emergency.

Fundraisers

In order to keep the school functioning to it's fullest, and to help keep expenses down so hopefully there would not have to be an increase in weekly fees, fundraisers are needed to help offset some of the expenses. They help to pay for new toys, educational equipment, supplies, and to replace broken toys and equipment, to provide special activities, etc. Kingdom Kidz Palace, Inc. will have at least one to two fund raisers each year for that purpose.

COVID-19 HEALTH AND SAFETY ADDENDUM UNTIL RESCINDED

The Health and Safety protocols to help protect staff, children, and family members.

Individuals who are at higher risk for severe illness will be limited to time in the facility in addition to following all health and safety precautions put in place.

ARRIVAL PROCEDURES

All families are asked to bring child(ren) to the back entry gate. All parents and children temperatures will be checked. Temperature will be taken using a non-contact thermometer which will be disinfected between each use.

Temperature will be logged. Individuals with a temperature of 100.4 degrees Fahrenheit or over will not be admitted into the program. If the child's temperature is temperature free but parent has a high temperature child will not be admitted.

HEALTH SCREENINGS

Families must complete a health check on themselves and their children prior to arrival at the facility and sign off on the screen log when dropping child off for care.

Upon arrival staff will complete a visual health screening and will ask families questions about the child's health and well-being including COVID-19 related symptoms within the last 24 hours.

There is a handwashing area outside the facility at the drop off and pickup gate. All children are required to wash hands before entering the facility.

Children will be monitored throughout the day for signs of illness. Children who become ill while in the program will be isolated. Parent will be contacted immediately for pickup and will be required to pickup or have a designated representative to pickup within one hour.

Parents are required to take their child's temperature at home before coming to the center.

Parents must disclose any COVID-19 symptoms within 24 hours and whether anyone in the household has COVID-19 symptoms within the last 24 hours or tested positive in their home.

If anyone in the household has symptoms or tested positive in child's household, child(ren) must be quarantined for 14 days, fever free and COVID-19

non-positive test results before returning back to school. All test results will be verified before child(ren) will be allowed to return back to school.

PICKUP PROCEDURES

All children will wash hands before leaving the facility. Staff will bring children out one child at a time to parents pickup gate.

No parents are allowed inside facility.

COVID-19 SYMPTOMS

Fever, cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, fatigue, muscle pains, headache, sore throat, loss of taste or smell, congestion, runny nose, diarrhea, nausea and vomiting.

CONFIRMED CASE OF COVID-19

If a COVID-19 case is confirmed in a child or staff member, families will be called to pickup all children out of the facility. All staff, children and families will be required to be COVID-19 tested and no one will return without a non-positive test. Center must follow the State of Georgia licensing requirements.

Center will be disinfected.

GENERAL SCHOOL POLICIES

Kingdom Kidz Palace students and teachers hands will be washed with soap and water as often as possible throughout the day which includes but is not limited to:

- Before and after meals
- After each diaper change
- Upon entrance to the facility

Classrooms will be deep cleaned daily. This includes disinfection of all surfaces as well as toys and floors.

Kingdom Kidz Palace believes that the health and safety of our children, families and teachers curing this global pandemic is of the utmost importance.

The leadership team at Kingdom Kidz Palace is dedicated to staying up to date with the changing guidelines and policies set forth to keep our school and those who attend safe and healthy. Therefore, we have adjusted and added policies and procedures to accommodate this unique time we are in.

Here is what you can expect.

TERMINATION OF ENROLLMENT

- Refusal to follow the guidelines established in this addendum can be grounds for termination of services.
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- Examples include:
- Failure to comply with wearing a mask, all parents and children must wear masks daily.
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- Failure to comply with washing their hands or child's hands upon arrival to school.
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- Failure to accurately disclose symptoms and/or illnesses.
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- Administering fever reducing medications without notifying the center.
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- Knowing that your child is sick, yet still bringing child to still attend school.
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- This is endangering the children, staff and families and result in immediate termination and all fees will not be refundable.

KINGDOM KIDZ PALACE, INC.

Parents or Guardians,

Please thoroughly review the Parent Handbook COVID 19 edition for the 2021-2022 school year, which contains the policies and procedures for safely re-opening the center. After reading the handbook, please complete this form and return it to the school as soon as possible.

This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Lakisheya Anderson
Center Owner/Operator
Kindgom Kidz Palace, Inc.

I, _____ (print your name), the parent/guardian of _____ (print child's name) hereby acknowledge receipt of Kingdom Kidz Palace, Inc. Parent Handbook COVID-19 edition.

I have read and agree to adhere to all the policies and regulation set forth in this handbook.

Parent/Guardian Signature _____

Date _____

Signature

By signing this contract, parent(s), guardian(s) agree to abide by the written policies of the provider. The provider may amend the policies. Failure by the provider to enforce one or more terms of the contracts does not waive the rights of the provider to enforce any other terms of the contract.

Hours Required Per Day _____ Weekly Rate _____

Family Discount Rate _____

Please check the appropriate box in which you plan to pay your day-care fees.

Weekly Bi-Weekly Monthly Hourly

Your payments will need to be paid in advance whether it be weekly, monthly, or hourly.

Provider Signature

Date

Mother/Legal Guardian Signature

Date

Father/Legal Guardian Signature

Date

Co-Signer's Signature

Date

If the parent or legal guardian is under age 18 years old a co-signer must sign this agreement and act as a guarantor to the contract and agree to be bound by all financial terms.

Consent and Indemnity Form

We, _____ and _____
[Full name (1)] [Full name (2)]

the parents/guardians of _____ age _____
[Full name of child]

hereby give permission for our child to participate in such activities as may be offered by Kingdom Kidz Palace while he/she is a pupil there. We undertake on behalf of ourselves, our executors and our child aforesaid, to indemnify, hold blameless and absolve Kingdom Kidz Palace, the holdings, and any member of staff, teacher, parent or any other person instructed to assist the school, against and from any or all claims whatsoever that may arise in connection with any loss of or damage to the property or injury to our child aforesaid in the course of or arising from activities as well as being driven to the Aftercare facility in the knowledge that those in charge of such activities will nevertheless take all reasonable precautions for the safety and welfare of your child. I grant permission for my child's name and photographs to be included in newsletters, Facebook page and in all forms of media coverage for the purpose of publicity and exposure of Kingdom Kidz Palace.

Signature of parent/guardian (1)

Signature of parent/guardian (2)

Witness Date

Signature

By signing this contract, parent(s), guardian(s) agree to abide by the written policies of the provider. The provider may amend the policies. Failure by the provider to enforce one or more terms of the contracts does not waive the rights of the provider to enforce any other terms of the contract.

Hours Required Per Day _____ Weekly Rate _____

Family Discount Rate _____

Please check the appropriate box in which you plan to pay your daycare fees.

Weekly Bi-Weekly Monthly Hourly

Your payments will need to be paid in advance whether it be weekly, monthly, or hourly.

Provider Signature

Date

Mother/Legal Guardian Signature

Date

Father/Legal Guardian Signature

Date

Co-Signer's Signature

Date

If the parent or legal guardian is under age 18 years old a co-signer must sign this agreement and act as a guarantor to the contract and agree to be bound by all financial terms.

