

Incredible Kids

Parents Policies and Procedures

Ages of children served:

Incredible Kids serves children ages 4 years to 12 years.

Months and days of operation:

Incredible Kids operates throughout the school year from August to May. We will be open Monday through Friday from 2:45pm-6:00pm and follow the Atlanta Public Schools Calendar. We Operate a full day camp 7:00am-6:00pm during out of school time.

Enrollment and Admission requirements:

All students must be registered with Incredible Kids. Paperwork must be completed, and fees paid. Registered students are eligible to attend any day school is open. Sick children may not remain in the program and must be picked up promptly.

Tuition and fees:

A registration fee of \$50 per family is due prior to starting at Incredible Kids. The fees are used for Teacher Training, supplies, and supplies.

Tuition is collected on a monthly basis. The tuition is \$330 per month for one child and \$200 per month each additional child.

A late payment fee of \$25 will be added to any account that is not paid on time. This fee will be automatically added to your account.

A late pick up fee will be charged to any family picking up after 6:00pm. The late fee is \$20 plus \$1 per minute and will be automatically charged to your account. (ie. if you pick up at 6:32... you would owe \$22)

- If a student is picked up late consistently we have the right to refuse service.

If a child is not picked up by 7:30 DFACS will be contacted.

Return payment fees are \$35.

Drop in fees are \$30 per day for one child. \$50 per day for 2 children and \$45 per day for three children.

There is a \$25 fee to switch from full time to drop in.

Appropriate Behavior:

The safety and interests of your children are our primary concern. Teachers will use positive reinforcement and guidance techniques for desired behaviors. If any student has frequent behavior problems that are deemed unsafe or inappropriate the Director will communicate this with the parents. Behavior not improved upon after three written communications will result in a week probationary period. If these behaviors continue the child will be dismissed from the program. Incredible Kids reserves the right to dismiss without prior incident if other children or staff are put at risk.

Snacks:

Snacks and water/juice are provided to registered Incredible Kids students whom are currently signed in. Please let us know if your child has an allergy as well as provide us with details about medical supplies/steps. You may pack additional snacks. Snacks are purchased in bulk from Costco such as pretzels, goldfish, cheese itz, popcorn, fruit cups and apple sauce.

Open Door Policy:

We have an open-door policy here at Incredible Kids. Parents are welcome to access all center areas used by your child. **THIS MAY BE EFFECTED BY COVID.**

Child Abuse Policy: Incredible Kids' **primary** concern is the safety and well-being of the children. See Law Below:

Child care and day care personnel having reasonable cause to believe that a child under the age of 18 has had physical injuries inflicted upon him/her by other than accidental means by a parent or guardian, or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, MUST be reported or cause reports to be made to the Department of Human Resources, Child Protection Agency.

Non-Discrimination Statement:

Incredible Kids does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Medical Policy:

In the case of an emergency, 911 will be called and students will be transported by ambulance to Children's Healthcare of Atlanta. Please provide inhalers/Epi pens for known medical conditions. There is a medical form that must be filled out and turned in for any medications that must be given and must include any possible adverse reactions and instructions on when and how to administer it. No medication provided by Incredible Kids or without the appropriate medication forms will be administered.

Illness and Communicable disease:

Attendance of an ill child with communicable diseases such as conjunctivitis (pink eye), head lice, scabies, ringworm, chicken pox, diarrhea, fever etc. will not be permitted. Parents will receive written notification when a communicable disease has been introduced into the program. It is the parent's responsibility to notify Kiddos of any communicable disease their child has and may have brought to our program otherwise we are required to report any suspected case of notifiable Communicable disease to the local county Health Department. Sick children will be removed from the group in hopes to contain any germs that can be spread.

Attendance policy:

All students must be registered with IKids. Paperwork must be completed, and fees paid. Registered students are eligible to attend any day school is open. Sick children may not remain in the program and must be picked up promptly.

Insurance: All kids enrolled must be currently covered by health insurance. Ikids does not carry individual liability insurance. All medical expenses incurred in the rare event of injury or illness will be incurred by the guardian.

Minor Injuries:

Minor Injuries will be documented and shared with Parents at pick up or before the end of the day. Documents can be requested if needed for record keeping. Phone calls will be made anytime a child has a serious injury.

Transportation: We do not provide transportation.

Emergency plans have been developed and are posted for Parent viewing.

Weather Policy:

On days or partial days when school is closed due to inclement weather such as tornados, snow etc. Incredible Kids will be closed. It is the guardian's responsibility to be aware of early dismissal and school closings. No reimbursement will be issued for these days. In the case of an emergency or severe weather during Incredible Kids we will follow procedure and either get to a safe place in the building, meet at a safe place outside of the building or evacuate to our safe location.

Physical Plant Problems:

In the event of Power outage or structural damage Parents will be notified via phone and or email with detailed steps of what to do next.