



## Fee Schedule and Policies

- The center is open from 6:30am to 6:30pm. Parents are welcome and encouraged to visit at any time.
- We accept children without regard to race, color, religion, or national origin.
- Tuition includes educational programs, meals, snacks, and internet viewing. I understand that I am responsible for any special diet requirement for my child. If my child's diet consists of formula from a bottle, I will provide Kids'R'Kids with the appropriate number of bottles needed for the day. Each bottle will be clearly labeled with my child's name and date as defined by N.C. State Regulations.
- Wake Forest Kids 'R' Kids will provide care for my child in the \_\_\_\_\_ program Monday through Friday, M/W/F, or T/Th on full day basis (*circle appropriate schedules*). The tuition is \$ \_\_\_\_\_ per week.
- **New Enrollment Registration Fees:** Registration Fees are payable upon registration and are non-refundable. If space is not available, your child will be placed on the waiting list. We will contact you when space becomes available. Siblings at our center do have priority on our wait lists. These fees serve to insure your child's placement in addition to covering the costs of processing the application for admissions, supplies, and educational materials.
- **Annual Administrative Fee:** An annual fee is required and paid by July 31<sup>st</sup> of each calendar year. This fee covers the costs of supplies, educational materials, and insurance. The annual fee is currently set at \$125.00 for one child and \$25 for each additional child. Any student joining Wake Forest Kids 'R' Kids in the three months prior to this annual charge is exempt. This fee does not apply to School Age students.
- **Payment of Fees:** Tuition is paid weekly or monthly in advance with no deductions for absence or holidays. Weekly tuition is due Friday of the preceding week. If your fees are not paid in full by Monday @ 6:30pm a \$20.00 late fee will be added. When a payment is delinquent for one week, the space can no longer be reserved for the child. Parents will be notified of any changes in tuition within four weeks of the change. Wake Forest Kids 'R' Kids reserves the right to change tuition and/or program fees due to unforeseen increases in expenses. Any additional services such as drop in, extended days, field trips, etc. must be paid the same day services are rendered.
- **Return Checks:** If your check is returned for any reason, a \$40.00 fee will be charged. This will be due in addition to any late charges prior to the beginning of the next week's class. Return checks must be covered by a cashier's check or money order.
- **Late Pick Up:** Parents who pick up their children after 6:30pm will be charged \$10.00 plus \$1.00 per minute for every minute past 6:35pm. This fee will immediately be applied to your account.
- **Withdrawal:** No portion of your weekly paid or outstanding tuition will be refunded or canceled in the event of absence, withdrawal, or dismissal from school. Should it become necessary to withdraw your child for any reasons, a thirty day written notice must be given to the school. We reserve the right to dismiss any student, should it be deemed necessary, at the sole discretion of the school director and owner.
- **School Age:** Students in the school age program may choose a schedule on a week to week basis. Written notice prior to the week is required to ensure the schedule request is received and processed in a timely manner. Should a student not attend for a week for any reason, the parent will not be held responsible for payment if prior written notification is given.
- **Family Vacations:** Any full time student may be absent from Wake Forest Kids 'R' Kids one week per year without charge after the student has been enrolled one year if the school is given two week's written notice of vacation and if the vacation is taken for an entire work week (Monday thru Friday).
- **Holidays:** Wake Forest Kids 'R' Kids will be closed New Year's Day, President's Day, Good Friday, Memorial Day, Labor Day, Independence Day, Thanksgiving (Thursday and Friday), and three days at Christmas. If a holiday falls on a Saturday, we will be closed the Friday before. If a holiday falls on a Sunday, we will be closed the following Monday. If Wake Forest Kids 'R' Kids must close due to any additional unexpected circumstances such as dangerous weather, full payment of tuition is required. Wake Forest Kids 'R' Kids reserves the right to close any additional days as needed and full tuition payment is expected.
- **Child Care Law:** I have received, read, and fully understand The Summary of North Carolina Child Care Laws and Rules.

\_\_\_\_\_  
Print Child's Name

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date