

## **KIDSCARE / KIDSCAMP / CHILD CARE POLICIES / CONTRACTUAL AGREEMENT WITH PARENTS**

1. We comply with applicable federal civil rights laws and do not discriminate or treat individuals differently based on race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin (including Limited English Proficiency), age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth).
2. This Child Care Agreement includes all information, rules, regulations, and policies contained in the KidsCare portfolio, as well as the Registration Form/Child Care Contractual Agreement; Student Emergency Information/Emergency Release/Student “Pick-Up” Authorization Form; “Day-Off” Program Information Registration Form; and any other program materials provided to the user by the provider during the term of this agreement.
3. By signing this agreement, the user certifies that he or she has read and fully understands the information, fees, procedures, guidelines, and regulations contained in the above-mentioned materials and agrees to abide by them.
4. Attendance and participation in any KidsCare program are a privilege. The provider reserves the right to exclude any participant from any or all KidsCare programs for behavior deemed inappropriate by staff or program officials. Furthermore, the provider reserves the right to immediately remove any participant who, in the opinion of staff or program officials, poses a direct threat to the safety and welfare of others. In such cases, all monies paid are non-refundable. This policy also applies to parents and other adults visiting KidsCare program sites.
5. All monthly tuition fees must be paid by the 3rd day of the month of participation. A \$40 late fee will be assessed to any account not paid in full by the 15th day of the month. All late pick-up fees, late payment charges, and returned check fees are due upon receipt. All tuition and registration fees are non-refundable unless otherwise stated. The provider reserves the right to exclude participants due to unpaid or past-due balances and to pursue collection of outstanding fees to the fullest extent permitted by law. Enrollment changes apply only to future months and must be submitted in writing during the preceding month.
6. By signing, the user understands that May tuition includes any program days occurring in June.
7. The user agrees to indemnify and hold the provider harmless if their child does not report to KidsCare on a scheduled day. The user understands that school district personnel are responsible for ensuring that the child arrives safely at the program after dismissal.
8. By signing, the user authorizes the provider to charge the credit card listed in the Automatic Payment section.
9. The provider reserves the right to modify or add rules, regulations, fees, and policies during the term of this agreement. The user agrees to comply with such changes.
10. A \$25 fee will be assessed for each returned check.
11. Enrollment change requests are subject to a \$25 processing fee per request.
12. Peanut/Tree Nut Allergy Policy – KidsCare recognizes the seriousness of peanut and tree nut allergies and will strive to maintain a nut-aware environment; however, we cannot guarantee a nut-free setting. Parents acknowledge this risk and accept it as a condition of participation.

13. Emergency Information Form – All children must have current emergency and pick-up information on file before attending. Parents must disclose allergies and medical conditions at registration and authorize staff to administer first aid and obtain emergency medical care if necessary.
14. Discipline and Exclusion Policy – Participation is a privilege. KidsCare and the School District may exclude participants for inappropriate behavior. Tuition for the affected week will be forfeited; prepaid future tuition may be refunded.
15. Photo Release Policy – Enrollment grants permission for KidsCare to use photographs of participants for promotional purposes without compensation.
16. Health Examination Requirement – All new participants must submit a physician-signed health examination form, including immunization records, within 30 days of enrollment or risk removal from the program.
17. Weather and Emergency Closings – KidsCare will follow school closures for inclement weather. Delays and early dismissals will follow school schedules, with adjustments as necessary for safety.
18. No credits are issued for absences, including weather-related closures, except in limited cases involving hospitalization or contagious illness with documentation.
19. Program Fee Payments – Fees are calculated annually and divided into nine equal payments. Tuition is prepaid and non-refundable. Late fees apply as outlined above.
20. Child Pick-Up Policy – Children must be picked up by 6:00 PM. Late fees apply. Only authorized individuals may pick up children, and identification may be required.
21. Student Absence Notification – Parents must notify KidsCare if their child will be absent. Staff will follow up if a scheduled child does not arrive.
22. After-School Snack – Snacks are provided. Allergies must be noted on registration forms.
23. After-Hours Contact – Program contact numbers will be provided for use during operating hours.
24. KidsCare supports inclusion practices consistent with Pennsylvania OCDEL and national early childhood standards. Reasonable accommodations will be considered but may be limited if they fundamentally alter the program.
25. KidsCare follows OCDEL guidance regarding suspension and expulsion and seeks to minimize their use through progressive discipline practices.
26. Parents are encouraged to communicate regularly with staff regarding their child's development. Formal conferences are available upon request.
27. Transition resources for kindergarten and middle school will be provided annually.
28. Staff monitor and communicate any concerns regarding a child's adjustment to the program.
29. Parents must disclose any IEP, TSS, or special considerations at registration. KidsCare will evaluate reasonable accommodations. We highly encourage parents to share copies of their child's IEP with KidsCare. The school district does not provide us with copies.
30. This agreement begins upon registration and ends at the conclusion of the final program year in which the family participates.
31. Participation involves inherent risks. KidsCare takes reasonable safety precautions but cannot guarantee prevention of injuries. Children with certain injuries (e.g., casts, crutches) may have activity restrictions.
32. Enrollment is subject to space and staffing limits. KidsCare complies with nondiscrimination laws and provides reasonable accommodations where feasible.
33. Custody orders must be provided in certified form.
34. Services may be suspended or terminated for reasons including nonpayment, safety concerns, or policy violations.

35. Schedule changes must be requested in writing in advance and are limited to once per month.
36. The program closes at 6:00 PM. Late pick-up fees apply and may result in removal for repeated violations.
37. Emergency procedures include contacting parents, emergency contacts, and medical services as needed.
38. KidsCare maintains a zero-tolerance approach to bullying and harassment.
39. Staff are mandated reporters under the Child Protective Services Act and must report suspected abuse or neglect.
40. If a parent or authorized individual appears impaired, staff will take appropriate safety measures, including contacting authorities.
41. KidsCare is not responsible for personal items brought by children. Electronics must remain in backpacks.
42. Parents must behave respectfully at all times. Inappropriate language or conduct will not be tolerated.
43. Parents may not discipline other children. Concerns should be directed to staff.
44. Children must be fully independent in restroom use. Services may be suspended if this requirement is not met.
45. Transfer of Care Policy The Pennsylvania Department of Human Services, our licensing agency, requires that all child care centers maintain a "Transfer of Care Policy." This policy clearly defines when supervision is the responsibility of (A) KidsCare, (B) the School District, and (C) the parent/guardian/authorized pick-up.

Transfer of care from parent/guardian/authorized pick-up to the KidsCare Before Care Program:

Supervision of the child begins when the child physically enters the KidsCare Before Care program and the parent/guardian/authorized individual signs the child in. Until the child is signed in, the child remains in the care of the parent/guardian/authorized pick-up.

Transfer of a child from the KidsCare Before Care Program located in the child's home school:

Supervision of the child ends when the school bell rings and the child leaves the KidsCare program area to go to their classroom. At that point, supervision transfers to the School District.

Transfer of a child from the KidsCare Before Care Program to another school:

Supervision of the child ends when KidsCare staff place the child on the school bus to travel to their home school. Once the child is on the bus, custody transfers to the School District.

Transfer of a child from school to the KidsCare After School Program located in the child's home school:

Supervision by KidsCare begins when the child physically arrives in the program area. Until the child enters the KidsCare After Care program, the child remains in the care of the School District.

Transfer of a child from school to the KidsCare After School Program when arriving by bus from another school:

Supervision by KidsCare begins when the bus arrives at the KidsCare location and staff have taken attendance. Until the child exits the bus and attendance is confirmed, the child remains in the custody of the School District.

Transfer of care from the KidsCare After School Program to parent/guardian/authorized pick-up:

Supervision by KidsCare ends when the parent/guardian/authorized pick-up arrives on site and is acknowledged by KidsCare staff. At that point, care transfers to the parent/guardian/authorized pick-up, regardless of whether the child has been formally signed out.