



Kids 'R' Kids Learning Academy

475 Alexandra Blvd.
Crystal Lake, IL 60014
815-455-5437
815-526-3050 Fax Number

Important Policy & Procedures

Our goal at KRK is to provide a safe, loving, and nurturing environment for all children in our care, while also instilling a lifelong love of learning. Below are a few important reminders that we would like for you take a few additional minutes to review.

Attendance Policy:

One day of attendance constitutes a full week. (This means that you are responsible for a full week's tuition if your child is in attendance just one day). If your child is out a full week due to illness or vacation, you are still required to pay the full week's amount. This ensures that your child's spot is held while he/she is out.

Payments:

Tuition is due Friday for the following week and is considered past due at the end of business on Tuesday. Any account with an outstanding balance on Tuesday at 6:31 pm, will have a \$35 late payment fee assessed. Any tuition that is not paid at the end of business on Wednesday, your child(ren) will not be able to attend until the balance has been paid in full. (***)this excludes any pre-existing payment plans that have been arranged with management(***)

Sick Policy:

To assist us in maintaining the health and safety of all children enrolled in our center, we must do our best to prevent the spread of illness. Children

who have a fever of 100.5 (for Infants) or 101.0 (for Toddlers through School-Age), 3 loose stools, excessive discharge from the eyes, nose, and/or mouth, excessive coughing, or unidentified rash, must be sent home and remain home for 24 hours fever/symptom free without medication, or must have a doctor's note to return.

Medication: Medication is dispensed at 10:00 am & 2:00pm only, and must be dropped off at the front desk with a member of management in the morning. Medication must be in the original container and be clearly labeled with your child's first and last name. The prescription label must be on the medication or a note from the doctor must accompany the medicine. You will also need to fill out the medication authorization sheet when you drop off the medicine in the morning.

Sign In / Sign Out Procedures:

Now that your child is enrolled, we ask that you use the touch screen computer, located at the front desk, to sign your child in and out every day. Upon enrollment each parent will receive a PIN number (usually the last 4 digits of the parent's cell phone number) that will allow you to access your account on the computer. After you enter your PIN number you will be given the option to either "Sign In" or "Sign Out" your child. Once you choose the appropriate option, your child's name will appear. Click on your child's name (it should turn blue) and then hit done. In the event that your child's name does not appear when you either "Sign In" or "Sign Out", it just means that they were either not signed in that morning when dropped off or they were not signed out the night before. In any case, just go ahead and sign them in or out before continuing on.

Outside Food:

Per KRK policy as well as D.C.F.S. regulations any and all outside food is prohibited from entering the building (except for those students who have a doctor's note and the proper paperwork on file). KRK offers an Early bird

breakfast from 6:00 am until 7:00 am, with hot breakfast served at 8:30 am and concluding at 9:00 am.

Drop off & Pick Up:

All children must be walked to and from their classrooms by their parent/guardian, etc... For the safety of your child as well as all others, it is important that the children are never left unattended.

ARRIVAL/DROP OFF:

To ensure your child's belongings are properly accounted for, please make sure that you drop off your child's backpacks, blankets, pillows, extra clothing, diapers, coats, etc... in their "home/main classroom".

HAND WASHING:

Upon arrival to your child's morning classroom, please make sure that you are reminding/helping your child to wash their hands.

SHOE COVERS:

Upon entering suites 100 & 150 - shoe covers **MUST** be worn. Simply slipping off your shoes is prohibited.

BUSING:

If your child is picked up at the end of their elementary school day by KRK, and he/she will not be returning for the afternoon, you **MUST** call KRK to report their absence.

KISS & GO LANE:

While we understand the convenience of the kiss and go lane, during the school year for the safety of the children being bused, the buses will remain parked at the very front of the building (in front of the cross walk) for loading purposes. With that being said we need to make sure that the outside lane remains open and accessible at all times for emergency vehicles if/when needed. Effective immediately parents will not be able to park in the Kiss -N- Go lane during the following hours. Monday - Friday 8:30-9:05, 11:20-11:50, and 3:00-3:30. During these times the Kiss -N-Go lane is will be used for Pre-School Valet Drop off and Pick up only. If you are parked in the Kiss -N-Go lane during any of the times mentioned above you will be asked to move your car. Please keep in mind that while we understand the convenience of

the Kiss - N - Go lane, it is to be utilized for quick drop offs and pick-ups without leaving the comfort of your own car.

By signing below, I acknowledge that I have read the above mentioned KRK policies and procedures.

Parent/Guardian Signature: _____

Date_____

Parent/Guardian Email: _____