



Kiddo's Cove Preschool

Welcome to our center!

Kiddo's Cove Preschool provides children with high quality, systematic, research-based curricula. The Creative Curriculum® is used in all classrooms.

Throughout the year, we will be writing to you to share information about our program and to give you some suggestions of things to do at home that will help your child discover, learn and grow.

When you visit your child's classroom, you will see that it is arranged by interest areas. There are areas for blocks, table toys, and books, an area for dramatic play, sensory areas, and a space for outdoor play. The classroom is set up this way for two important reasons:

- First, it helps the children decide where they want to play and which material they want to select;
- Second, it provides smaller, well-defined spaces that appeal to young children and helps them feel secure. In this type of learning environment, children can move at their own pace, learn to make age-appropriate choices, and experience success as they use a wide variety of learning materials.

The shelves in our classrooms are all at the children's eye level. The children can independently select the materials they need and return them at the end of each play period.

The labels on the shelves and on the storage bins help children learn where each toy belongs. This makes clean up easier and more fun.

Located in each classroom is a weekly lesson plan. Our goal is to recognize the individuality of each child so we can offer experiences most appropriate to enhancing the blend of heredity and environment unique to each child.

Your child will benefit most from our program when we all work together. We are always available to talk with you, and we welcome your ideas, questions, and involvement in our program.

Parent Handbook

Dear Parents:

Please take a moment to read our Parent Handbook. Listed below are some areas that may not have been covered in your tour.

1. **First Day:** The first day of school is an exciting time for parents, children and staff. We want you to be prepared for that day also. For toddlers and preschoolers; your child will need at least two changes of clothing, sheet and blanket. All children may bring a special item from home to make them feel more comfortable if needed. Please make sure you label everything with your child's name.
2. **Grouping:** In the early morning, or late afternoon, your child may or may not be in his regular classroom. Grouping is done when there are not enough children to have a full classroom. Groups that may be combined will include twos and young threes, older threes and fours, and fours and fives. Once additional children arrive, we will separate the classrooms into their proper groups. We ask for your understanding and patience during this phase of our day.
3. **Teacher Qualifications and Turnover:** We take pride in selecting qualified and trained teachers for our center. All our teachers are encouraged to achieve their highest goals and to look for ways to enhance their education. All staff members undergo all required state and federal background checks
4. **Illnesses:** Illnesses can be common in-group care. The health and safety of each child is our primary focus. Being clean and safe are the only ways we can help prevent illnesses. We need your cooperation by abiding by the rules of our illness policy. Please keep your child home when needed. This only protects your child and the well-being of the other children.
5. **Open Door Policy:** Our center is always open to your visits, along with the door to the Director's office; We welcome your comments about our program.

Thank you again for choosing Kiddo's Cove Preschool for your child or children. I encourage all of you to be an active partner in our center by becoming involved with your child's activities here at Kiddo's Cove Preschool.

Sincerely,

Bianka Marquez

Owner



Parent Handbook

MISSION STATEMENT

Kiddo's Cove Preschool exists to provide a safe, developmentally appropriate environment for preschool and school age children. Our focus is to provide a stimulating early care and education experience which promotes each child's social, emotional, physical and cognitive development. Our goal is to support children's desire to be life-long learners.

PHILOSOPHY

We Believe:

- Children thrive best when provided with a safe and nurturing environment that encourages exploration and creativity.
- Each child is a unique individual who deserves to feel loved, cared for, and respected.
- An effective curriculum is research based and incorporates a variety of educational theories while embracing the whole child and allowing for hands on experiential learning.
- A partnership between parents and caregivers is essential to a positive child care experience.
- Children learn best when surrounded by caregivers who are sensitive to the needs of each child, well educated, and highly experienced.

GOALS

Kiddo's Cove Preschool's goals are to enhance learning and development in children. By doing so, we expect the children to learn through exploration and develop independence and become responsible individuals who respect themselves and are respectful and considerate of others; who have self-confidence to face the many challenges in life; and who will use their curiosity and creativity to experience life.



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POLICIES

Please read the following center policies to help ensure a good relationship with you, your child and Kiddo's Cove Preschool.

ATTENDANCE

This is a tuition-based center. We allow you to pay week by week. However, student tuition is due in advance or by Monday of each week. We are sorry, but if your child is not in attendance and it is not their vacation week we will still charge the full week tuition. Each full-time child has 1 week vacation per year. It is recommended that all children attend their scheduled days to maximize their learning experience. VPK Attendance Policy VPK students are required to attend all scheduled VPK classes. If there is an absence, we will need a note from Doctor or parent stating reason for absence. Excessive absences will result in dismissal from program.

ADMISSIONS

Children are accepted from the age of 3 months through 4 years in our full-time and part-time program. Kiddo's Cove Preschool does not discriminate based on ethnicity, economic level, family structure, language, religion, sex, national origin or disability.

Our center has an open-door policy. Parents may come to see or check on their children at any time throughout the day.

Names are placed on the waiting list by date of application. If a space becomes available for a child on the waiting list before he/she is ready to come to the center, the space can be held only if registration fee and first week's tuition is paid in full. Registration fees are not refundable.

Any change in enrollment status (i.e. from 5-day to part time) must be approved in advance by an administrator. Modifications to enrollment status will be made on a space-available basis.

The following information will be completed prior to enrollment and will be updated as required by DCF regulations and/or requested by Kiddo's Cove Preschool administration or staff:

- Family Enrollment Form
- Physical Form signed by physician (gold)
- Immunization Form signed by physician (blue)
- Copy of Child's Birth Certificate
- Emergency Information/Release Form
- Allergy Information (by physician only)
- Parent Enrollment Contract

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DROP OFF PROCEDURE

Children must be at the center no later than 9:00am. A parent or another authorized adult must accompany every child to the classroom and sign in at the front desk. Please recognize that for safety reasons children may not walk to their classrooms alone. Kiddo's Cove Preschool is not responsible for the child until the parent has signed the child in and a teacher recognizes the child as being present.

WITHDRAWALS

A *two-week written notice must be provided* to the office for all children being withdrawn from our program. If notice is not received in advance, charges for that time will be assessed. Please make sure your balance is fully paid. Please do not ask us to transfer academic, medical, or account balance records if your account has an outstanding balance. All accounts with past due balances will be sent to collections and you may be responsible for paying any collection fees incurred.

VACATION

Each full-time enrolled child is eligible for 1-week vacation per year where the parent does not have to pay. Vacation time is allowed 6 months after 1st day of enrollment. There must be at least 6 months between vacation times. For example, you may not take a vacation week in December and another in January. Children enrolled in Part-Time programs are not allowed vacation time.

COMPLAINT PROCEDURE

The director is available upon request to discuss any concerns or complaints that you may have regarding the center and/or its policies and procedures. If the director is unable to address a parent's concern in a satisfactory manner, you may contact the center owner to obtain resolution and/or clarification.

CURRICULUM

Each Lead Teacher creates the Lesson Plan for their classroom. The Lesson Plans follow the center's established criteria for developmentally appropriate practices for young children. The learning experiences provided by the teachers enhance development of the children on all levels, such as: socially, emotionally, cognitively, physically, and creatively. The curriculum includes daily plans that allow freedom of choice, interactions with adults and children, active and quiet activities, individual and small group activities, family-style meals, hands-on exploration of real materials, outdoor/active play, and creative problem solving. Lesson plans, daily schedule, menus and special events are posted in each classroom and copies are available upon request.

DISCIPLINE

The goal of our center's child guidance policy is to build self-worth, increase social competence, and enhance the dignity of each child. All guidance and discipline techniques used at Kiddo's Cove Preschool shall be in accordance with this positive emphasis. The purpose of any set of procedures should be to teach children to learn how to control themselves in various situations.

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Positive approaches to guidance include:

- Staff will have a well-designed, developmentally appropriate learning environment and provide developmentally appropriate learning experiences.
- Staff will know and be sensitive to the developmental, cultural, and individual needs of each child.
- When inappropriate behavior occurs, the teacher shall examine the situation thoroughly to determine the cause; i.e., something in the classroom, stress at home, a physical problem with the child, or some other factor. The teacher shall be responsible for documenting patterns of inappropriate behavior and bringing such patterns to the attention of parents and administrators.

The goal of developmentally appropriate guidance is to help children learn to make socially acceptable choices. For that reason, teachers strive to use mediation and guidance to assist children in making acceptable choices. Our goal is to give children the tools they need to become good friends and good citizens.

Kiddo's Cove Preschool follows procedures as outlined below in encouraging self-discipline:

Toddlers: When working with toddlers, teachers will use such strategies as: re-direction, prevention, distraction, encouraging, modeling, and enticing the child to a new activity. Toddlers should never be put in time out because it is developmentally inappropriate.

Three and Four-year old's: Similar techniques will be used with preschoolers, such as: prevention, redirection, humor, reminding, encouraging, modeling, discussion, problem-solving, and conferencing. "Calm down time" may be used as a behavior management technique to assist in solving an on-going or habitual behavioral problem for this age group. Calm down time will be no longer than one minute per year of the child's age. Calm down time will be followed by redirection and positive encouragement.

Kiddo's Cove Preschool does not permit or approve ANY FORM of corporal punishment.

These discipline techniques are NOT permitted:

- Corporal Punishment or physical force is NEVER allowed!
- A child is NEVER to be deprived of food, water, a nap or rest, a comfort item from home, or bathroom facilities!
- Unsupervised isolation of a child is NEVER allowed! "Time Out" shall rarely be used. Instead, teachers will use calm down time to help children compose themselves before returning to play. Further, it is recommended that more appropriate methods of redirecting and/or guiding children, as described in Developmentally Appropriate Practices (Bredekamp & Copple; 1997), be used with four, five, and six-year old's.
- Adults are expected to always show respect for children by NEVER addressing a child harshly with intimidation or ridicule. Also, center personnel will not discuss a child's

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behavior with other adults, in the presence of other children, or with other parents. Written or verbal reports to parents regarding conflicts will guard confidentiality by not revealing the name of any other child involved.

Staff members will encourage parents to use these same approaches to guide and discipline their children.

EMERGENCY PLAN

In the event of an emergency that requires an evacuation of Kiddo's Cove Preschool, one of the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall:

- Take an accurate attendee list;
- Account for all children and staff as they exit the premises;
- Bring any necessary medications/supplies and emergency records;
- Take a cellular phone if available to be used for emergency notification of parents. If possible, the phone company will be contacted and asked to forward all calls to our main number through to the available cell phone.

For all types of emergencies where the children cannot stay on the premises, the children will be brought to the nearest hospital, by bus or automobile where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day.

In the event of a major environmental hazard occurring during operation of the facility that necessitates a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. earthquake, hurricane, etc., children will be transported to: a Red Cross designated mass shelter by bus where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements are made for their pick up. Staff will remain with and care for the children always during an event. Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records.

In the event of inclement weather Kiddo's Cove Preschool will follow the advisory of The School District of Lee County. This means that if the School District of Lee County is advised to close school campuses Kiddo's Cove preschool will close as well.

MEDICAL EMERGENCY

Our center requires all staff involved in the direct care of children to be certified in First Aid and CPR for infants and children.

The teacher will apply appropriate first aid measures for all medical emergencies and minor illnesses, or injuries as outlined in approved First Aid training. The parent/guardian of a sick

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or injured child will be contacted by telephone as soon as possible. The center Director or a staff member will continue to try to reach a parent/ guardian or emergency contact. However, whether he or she can contact a parent/guardian, the child will still be taken to the hospital whenever a medical emergency exists.

HEALTH RECORDS

It is mandatory for each child to have on file in the school office an updated immunization record (blue form 680), and a Florida physician's statement (yellow form 3040). Please take care of this matter before admission. These records are checked periodically by county, state, and other agency inspectors. It will be necessary to dismiss a child who does not have the above records on file.

HOLIDAYS

Holidays during the year have been taken into consideration at the time prices were established. Therefore, no deduction can be taken for holiday absences. There will be no adjustments made in case of a hurricane or other national circumstances not controllable by us. We will follow the same operating procedures as the Lee County Public School system under those circumstances.

Kiddo's Cove Preschool observes basic holidays such as: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. Please see the calendar at the end of the handbook.

HOURS OF OPERATION & LATE PICKUP FEES

School hours are 6:30 AM to 6:00 PM Monday through Friday. Closing time is 6:00 PM. You will be charged a late pick up fee in the amount of \$15 per child for the first 5minutes period, and an additional \$1.00 for each minute thereafter. This fee must be paid the same day at the time of pick-up.

RELEASE OF CHILDREN

Teachers must be informed when a child leaves his/her care. Children must be logged out on the computer system every day. It is mandatory that persons picking up a child must log in the office before a child may be dismissed. Children will be released only to those persons whose names are listed on the enrollment form. Photo identification will still be required of persons who do not routinely pick up children.

Parents should advise the office in writing, if possible, if a person not listed on the enrollment form is to pick up the child. If there is a court order prohibiting any individual from having access to a child, Kiddo's Cove Preschool must have a copy of the documentation ordering such prohibition.

Parents need to call Kiddo's Cove Preschool immediately should an emergency arise that keeps them from picking up their child on time. Parents will receive a late notice and will be charged a late fee, even if they have called the staff to let them know of their late arrival.

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This is a per child fee. It is important to call because it is comforting for children and staff to know a parent is on the way.

If a child has not been picked up by 6:30 pm and no word or directions have been received from the parent or other authorized adult, a protective service worker or law enforcement officer will be notified to pick up the child. In such cases, the administrator on duty will stay with the child until he or she is united with proper authorities. Please DO NOT pick up late.

ILLNESS POLICY

Children who are ill should not be brought to Kiddo's Cove Preschool. If a child becomes ill while in our care, we will contact the parent/guardian for immediate pick-up. We ask that you do not bring your sick child to the center if they continue to display signs of illness since this will cause other children to become ill as well. Children may not return to the center until they are symptom-free for at least 24 hours.

If your child has any of the following symptoms, he/she cannot attend the Center.

- Severe coughing, causing child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Diarrhea (more than one abnormally loose stool within 24-hour period).
- Temperature of 100 degrees (has fever or had one during the previous 24-hour period).
- Cold symptoms
- Heavy nasal secretion
- Conjunctivitis (Pink Eye)
- Untreated infected patches
- Symptoms of a communicable disease, such as lice, etc.
- Unusually dark urine and/or gray or white stool, yellowish skin or eyes.
- Child is cranky, fussy, and not himself.
- Child is overtired. Overtired children are susceptible to illness.
- Vomiting
- Any other unusual sign or symptoms of illness.

• If child cannot participate in normal daily center activities, then child must stay at home.

If your child becomes ill, he/she will be isolated, and the parent will be notified to pick up the child within the hour. Basic Rule of Thumb: If your child is not well enough to play outdoors, the child is not well enough to come to school. Please DO NOT bring your child to school if he/she has suffered from any of the symptoms listed above within the last 24 hours. There is no credit for sick days. This is a tuition-based center.

MEDICATION

Administering medication is a courtesy. Teachers are not authorized to give children any medication. However, if it is a chronic condition, we will make necessary arrangements to accommodate the needs of the child with the written authorization of a physician or parent. Medication must be in the original container and the label intact. Parents must complete a "Medical Authorization Form" that is available at the front office.

MEALS & SNACKS

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Lunches, drinks, and snacks are not provided by the school. We require students to bring a lunch box with an ice pack to keep all their food items and drinks. If your child has a food allergy, please be sure that we have a doctor's note on file so that we may avoid serving your child that food. Additionally, please note that any food that is brought into Kiddo's Cove Preschool (i.e. for birthday and holiday parties) must be commercially prepared or prepared in a kitchen that is inspected by local health officials.

PERSONAL BELONGINGS

We cannot be responsible for any personal belongings brought in by your child. However, we will do our best to protect them. Please label everything belonging to your child. This will assist us in returning lost items. This includes, but is not limited to: jewelry, glasses, etc. Cubbies are provided for each child to bring and store their personal belongings. However, we ask for your cooperation in discouraging your child to bring toys from home. If there is a special attachment to a certain toy, we will work with you and your child for the first few days of enrollment to transition them into the center and their routine. However, it is highly recommended that no toys are brought from home into the center. There are certain things that are NOT allowed in the school, such as: money, candy, gum, toy guns.

TEACHER TRAINING

All our teachers must meet the training requirements set forth by the State of Florida. We make it mandatory for all our teachers and staff to be certified in First Aid and Child CPR. Kiddo's Cove Preschool conducts background screening on every member of our staff as required by state law. This includes fingerprinting and background checks.

PARENT CONFERENCES

Parent conferences are held two times per year, once in the fall and the spring. The goal of these conferences is to track your child's progress and overall development. Parent conferences will include information from teacher observations and written assessments. Your perspective as a parent concerning your child's growth and development is heartily invited so that your child's teacher may consider and integrate your perspective in classroom planning.

ROLE OF PARENTS

We believe the family is the child's first and best teacher. Our program involves the whole family including parent meetings, parent conferences, and parent participation in the classroom. The relationship that evolves between parents and teachers contributes tremendously to the sense of trust that is developing in each child. Parents and teachers have important complimentary roles and responsibilities in making a young child's experience in-group care of the highest possible quality. Therefore, Kiddo's Cove Preschool will provide developmentally appropriate care and instruction for all students. Become familiar with the Kiddo's Cove Preschool philosophy, goals, policies, and procedures. Seek

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information on age-appropriate expectations and methods to enhance each child's optimal learning and development of self-concept. Explore methods for child guidance and for the progressive development of self-control in children. Become active in family-school partnerships to promote quality environments for children.

CONFIDENTIALITY

Kiddo's Cove Preschool respects each family's right to privacy & confidentiality with regards to health, behavioral, developmental records and information concerning each child. All employees are required to sign confidentiality agreements to ensure your privacy.

CHILD ABUSE

If a teacher suspects abuse (physical, emotional, neglect) they are required by law to notify the Center Director and the Department of Children and Families (DCF). This is mandatory and there will be no exceptions.

DISCHARGE POLICY

Kiddo's Cove Preschool is a private center. We reserve the right to dismiss any child or cancel a family's registration at any time. Some incidents leading to dismissal are exemplified as, but are not limited to the following:

- Chronic misbehavior, disrupts the class with inappropriate behavior and/or inappropriate language
- Physical abuse of self, other children, or teacher
- Disrespectful of teacher and/or staff member by child or parent
- Non-compliance with immunizations and/or physical forms as required by DCF
- Past due account balance

REFUND INFORMATION

If you overpay or are due a refund, it will be posted as a credit to your family account. There are no refunds for registration or incomplete weeks.

EQUAL ENROLLMENT OPPORTUNITY CARE

All children are given equal opportunity for enrollment here at Kiddo's Cove Preschool. We provide equal enrollment for children regardless of race, color, religion, sex, national origin, or disability.

TUITION PAYMENT

There is a registration fee due at time of enrollment that is non-refundable. The first week's tuition must be paid in advance before admission. You may pay by check, money order, or credit card (Visa or Master Card). The weekly tuition is due each Monday thereafter. A \$35.00 late fee will be charged to all who do not make their full tuition payment by the end of business on Monday. If payment is not received by the end of business day Tuesday, the child cannot attend school until the account is current.

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We will not accept postdated checks. All checks must have your name, address, & phone number. If your check is returned due to insufficient funds, our bank will automatically attempt to re-deposit the check. The bank will charge a NSF fee directly to your account. If for any reason the bank returns the check to us, we will charge a \$30.00 NSF fee. Returned checks may be replaced by debit, credit or cash.

This is a tuition-based center. You will be charged the weekly tuition even if your child was absent. No deduction can be made for the few holiday absences when our school is closed; these are already calculated into our tuition rate. Tuition is not pro-rated for any reason.

PART-TIME ENROLLMENT

Part time enrollment has limited availability. Parents are responsible for part-time tuition whether there are any absences or not. **There is no vacation time allowed for part-time enrollment.** Registration fees are not pro-rated for part-time enrollment.

TUITION RATES

Full-Time Tuition

	Weekly Rates
Infants	\$195.00
1 Year Old's	\$165.00
2 Year Old's	\$160.00
3 Year Old's	\$145.00
4 Year Old's	\$135.00
5 Year Old's	\$135.00

School Aged Programs

	Weekly Rates
Before School (Only)	\$43.00
After School (Only)	\$43.00
Before and After School	\$85.00
Summer Camp	\$135.00

Part-Time Tuition

3 Days (Monday, Wednesday, Friday)	\$110.00(All Ages)
2 Days (Tuesday, Thursday)	\$75.00 (All Ages)

VPK Programs

	Weekly Rates
Morning or Afternoon Program	FREE 4 Hours
Wrap Around Care - Full Day	\$80.00**
Non-VPK	\$135.00**

*There may be additional charges for non-VPK days.

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An annual registration fee of \$75.00 will be charged for each child. For families with additional children, a fee of \$45.00 will be charged for each additional child. Annual registration will be charged on September 1st of each year. \$40 material fee will be charged on March 1st.

Support Resources for Parents

Early Steps

Phone #: (239) 433-6700 Fax #: (239) 433-6703

Early Learning Coalition of SW Florida

2675 Winkler Ave., Suite 300 Ft. Myers, FL 33901 Tel: 239-935-6100 Fax: 239-935-6188

Financial Assistance & VPK Information

www.elcofswfl.org

Voluntary Pre-Kindergarten

Information <http://www.floridajobs.org/earlylearning/VPK%20Program.html>

Tuition Assistance Application for VPK and/or School

Readiness https://spe.schoolreadiness.org/pe/spe_main.asp

Florida KidCare

<http://www.floridakidcare.org/>

Pampers Parenting

www.pampers.com/en_US/learning.do

PBS Parents, Issues, & Advice

www.pbs.org/parents/issuesadvice/

Positive Parenting

www.positiveparenting.com

Reading is Fundamental

www.rif.org/parents

Kids Health

www.kidshealth.org/parent/

Florida Discount on Prescription Drugs

<http://www.floridadiscountdrugcard.com/>

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Kiddo's Cove Preschool Closure Dates 2021-2022

Labor Day

9/6/2021

Thanksgiving Day

11/25/2021

Black Friday

11/26/2021

Winter Break

12/23/2021

Winter Break

12/24/2021

New Years Break

12/30/2021

New Years Break

12/31/2021

Martin Luther King Jr Day

1/17/2022

Presidents Day

2/21/2022

Good Friday

4/15/2022

Easter Monday

4/18/2022

Memorial Day

5/30/2022

If the holiday falls on a Saturday, the holiday is observed on the Friday preceding the holiday. If the holiday falls on a Sunday, the holiday is observed on the Monday following the holiday.



Kiddo's Cove Preschool

PARENT ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK & AGREEMENT TO ABIDE BY SCHOOL POLICIES AND PROCEDURES

I, _____, *(Parent's Name)* ACKNOWLEDGE RECEIPT OF THE KIDDO'S COVE PRESCHOOL PARENT HANDBOOK, WHICH OUTLINES THE DAYCARE'S POLICIES AND PROCEDURES. I HAVE READ AND AGREE TO ABIDE BY ALL OF THE RULES AND REGULATIONS DETAILED IN THE PARENT HANDBOOK. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO BRING MY CHILD TO PRESCHOOL ON TIME EVERY DAY AND TO PICK HIM/HER UP AT THE END OF EACH DAY STATED IN KIDDO'S COVE PRESCHOOL HANDBOOK. I ALSO UNDERSTAND THAT SENDING MY CHILD TO THE KIDDO'S COVE PRESCHOOL IS A CHOICE AND THAT IT REQUIRES ADHERENCE TO THE FACILITIES POLICIES AND PROCEDURES. FAILURE TO ABIDE BY THIS AGREEMENT MAY RESULT IN THE DISMISSAL OF MY CHILD.

Name of Student: _____

Signature of Parent: _____

Date: _____

PLEASE SIGN AND RETURN THIS PAGE TO CHILDCARE DIRECTOR.