



PARENT CONTRACT
& Forms

Island Kids
Child Care Center
Preschool & Pre-K
Lakewood Ranch

6230 Lake Osprey Dr., Lakewood Ranch, FL 34240
941-241-9003 • info@islandkidsfl.com





Parent Contract

(Contract may be amended at any time with notice)

This contract is between Island Kids Child Care Center and _____
(Parent/Guardian first & last name)

Address: _____

Home Phone: _____ Cell Phone: _____

Employer: _____ Employer Phone: _____

Name and age of each child/children attending *Island Kids Child Care Center*

Child's name: _____ DOB: _____ Rate: \$ _____

Child's name: _____ DOB: _____ Rate: \$ _____

Child's name: _____ DOB: _____ Rate: \$ _____

Child's name: _____ DOB: _____ Rate: \$ _____

TOTAL agreed rate for children/child: \$ _____

START DATE: _____

Days enrolled, please circle days: Monday Tuesday Wednesday Thursday Friday

Estimated time of drop off: _____ **Estimated time of pick up:** _____

Please note: Children may attend anytime between 6am-6pm. Times above do not mean that you must follow them. We just need an estimated time so we can staff appropriately.

Payments are due by Friday at 6pm the week before care is provided. If payment is not made by Friday at 6pm, the week before care, a \$35 late fee will automatically be applied to your account.

Hours of Operation

Island Kids Child Care Center's hours are from 6:00 AM until 6:00 PM, Monday through Friday. Hours of care will be contracted from child to child. All holidays are paid for by the responsible party on contract.

Childcare will not be provided on Saturdays, Sundays or on the following holidays:

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Eve

Christmas

Day after Christmas

New Years Eve

New Years Day

Day after New Years

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Memorial Day
Easter observed (Day after Easter)
Independence Day (July 4th)

Please note: Children must be dropped off by 9am, unless other arrangements have been made with the director. Please call if your child will arrive after 9am, unless other arrangements have been made. If your child will be absent, please text/call or send a Procare message by 9am.

Late Arrival fee: \$3.00 per minute. Island Kids Child Care Center closes at 6:00pm. If you are late, the fee will be assessed on your billing invoice. If you have an emergency, please call to inform the office that you are going to be late.

Tuition Rates

Ages 6 weeks to 12 months, Infants:

Full-time: \$415
Daily rate: \$105

Age 1:

Full-time: \$405
Daily rate: \$98

Age 2:

Full-time: \$375
Daily rate: \$95

Ages 3 to 5 Preschool/Pre-K:

Full-time: \$369
Daily rate: \$89

Half Day: 9am-12pm, ages 3-5 years old: \$75

Half Day: 9am-3pm, ages, 3-5 years old: \$80

Nanny Care, Room 1: "Nanny Care, Room 1" is personalized care for one family

Full-time, Monday-Friday, one child: \$1100

Full time, two children: \$1400



Full time, three children: \$1600

At Island Kids we offer "Nanny Care" in two of our classrooms. One of our classrooms is reserved for immediate family members who enroll together or for one signal family.

Nanny Care, Room 2: All children enrolled must be in the same age range to adhere to all DCF ratio guidelines. "Nanny Care, Room 2" children can only enroll for full time, Monday through Friday.

Per child: \$985 per week

"Nanny Care, Room 2" is dedicated for families who only want their child with two other children who are in the same age range. Please note: In "Nanny Care, Room 2" there is not a choice of who your child will be with. Island Kids will enroll these children upon request.

School-age care: Drop off begins at 6am

Daily: Before school: \$30 per day

Daily: After school: \$30 per day

Weekly: Before and After School: \$220

Weekly: Before or After School: \$115

School age children, Camps, Summer Camp, Half day of school:

Full week of school-age camp (ages 5-12): \$349

Full day, school age camp: \$92 (Open 6am to 6pm, can utilize any of the 12 hours)

Half day of school: \$65 (when school is let out early)

Please note:

ALL RATES ARE SUBJECT TO CHANGE WITH PRIOR NOTICE

A 10% discount will be deducted from the oldest child's tuition rate. Both children must be full-time to receive the discount. For families with more than two children, a discounted rate will be determined upon registration.

A 10% discount will be given if annual tuition payment is made in full. If you are interested in paying in full, please talk with your director and she will give you the rate. If you have two children, you will still receive the 10% discount off the oldest child and the 10% discount off the total cost for the year. Payment in full will be determined at the time of request. Payments made in full will not be refunded.

Parents/guardians MUST supply breakfast, lunch, and snacks.

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Breakfast- 6am to 8am: Parents must supply breakfast for their child before bringing their child to the center or parents can send their child with breakfast that can be eaten before 8:30am.

Lunch-11am to 12pm: Parents/guardians **MUST** supply lunch for their child. Please note: Food provided by parents/guardians cannot be warmed or stored in a refrigerator. Please send food in an insulated lunch box with a cold pack to ensure the food doesn't spoil. If your child prefers warm food, please send their meal in a thermos or insulated container.

Snacks: Parents must provide a AM and PM snack for their child to enjoy during snack time. Some great snacks to send include; yogurt, fruit, vegetables, grains, etc.

Friday is Pizza Friday! If families choose to have their child participate in Pizza Friday, the cost per child is \$5. This will include two slices of pizza, fruit and a vegetable. If your child will participate in Pizza Friday's, a permission form will need to be completed and your Procure account will be billed monthly.

Included in our tuition are Program Incentives. Island Kids Program Incentives are programs that are integrated into our daily routines, such as: Music, art, dance, fitness, yoga, and more. Program Incentives can change annually to incorporate different healthy activities.

Fees:

Late Payment Fee: \$35 per week will be assessed if payment is not received the week before care, by 6pm on Friday.

Registration fee:

Start Date within One Month of Registering: \$150, ONE TIME, NON-REFUNDABLE REGISTRATION FEE, PER CHILD + FIRST WEEKS TUITION, NON-REFUNDABLE

Start Date Within One Year: \$250, ONE TIME, NON-REFUNDABLE REGISTRATION FEE, PER CHILD + FIRST WEEKS TUITION, NON-REFUNDABLE

Upon registration, your account will be billed a one-time registration fee and first week's tuition. Both payments are due at the time of registration. Please note, the registration fee and first week's tuition are NON- REFUNDABLE. If you decide that you are not going to attend, your money will not be refunded.

Absences:

If your child will not be attending, please call/text or send a Procure message by 9am. Payment is still due when a child is absent. If your child is out for numerous days due to illness or hospitalization, please inform the director so that proper arrangements can be made for nonpayment.



Payments:

All payments are due by 6pm on Friday prior to childcare services being provided. After 6pm, the late fee of \$35.00 will be assessed. If payment is not made within 7 days, your child will not be accepted into care until payment, including all late fees, is made. Each week that payment is not made, a \$35.00 late fee will be added. If a period of two weeks passes, without payment received, the contract will be terminated, and the position filled.

Childcare fees are due regardless of whether your child attends. You are paying for a position, as well as a service. A position will be considered open until the first week's fees are received. Payments will be due regardless of:

- Vacation
- Illness
- Closure due to inclement weather, including but not limited to hurricanes, flooding, tornado, or tropical storm
- Closure due to a State of Emergency
- Holidays the center is closed
- Covid

If Island Kids loses electricity or any other utility necessary for providing care, we will notify families via Procare regarding closure or delayed start.

All childcare services will be contracted. The contract is a legal document obligating *Island Kids Child Care Center* to provide a service for you and obligating you to pay *Island Kids Child Care Center* for that service. There are other requirements in the contract. *Island Kids Child Care Center* urges you to thoroughly read the contract and realize that it is legal, and you will be held liable for each item of the contract. By signing, you are accepting it in all its terms.

- Regardless of your child's absence, your contracted tuition must be paid for that week
- For your convenience, the center accepts cash and checks, and ACH payments made through ProCare with a convenience fee of \$1.
- A bounced check fee of \$35.00 will be charged for any bounced check
- A bounced ACH fee of \$38.50 will be charged on Procare
-

Drop Off/Pick Up:

Please do not leave your car running and unattended in the parking lot. Please do not allow your child to play near vehicles at any time.

No child will be allowed to leave with anyone except the parent(s) or guardians(s). If your child is going to be picked up by another person, a written letter, email, or phone call giving Island Kids permission to release your child must be given. Anyone unfamiliar to *Island Kids Child Care Center* will be required to show proof of identification. Please make the alternate pick-up person aware of the requirements.



It is normal for your child to cry on arrival, especially for the first few weeks. Please make your goodbye brief and tell your child you will be returning later or in a little while. IF your child is crying, they will usually stop within seconds of your departure. Please do not stay in the classroom with your child, it will make your child more upset once you leave.

Students will be dropped off at the main entrance of Island Kids. For the beginning of the school year, you may bring your child to their classroom. For pick up, parents may walk to their child's classroom. Both drop off and pick up are subject to change at any time. Notice will be given.

If you have a guest, friend of the family, grandparent, or anyone who usually does not pick up, they **MUST** remain in the main entrance and cannot enter the main building. If you would like to take your guest with you to your child's classroom, please inform the office for a pass.

Enrollment/Disenrollment Requirements: Children are accepted for enrollment from the ages of 6 weeks to 12 years old. The center requires the following to be submitted to the director prior to enrollment:

- You will be required to sign an Island Kids Contract that indicates you have read, understand, and agree to ALL the Policies as outlined.
- A completed medical form (completed by the child's physician) for your child must be on file. This form must not be dated earlier than 6 months prior to admission. The medical report will be valid for one year. Please be sure to give updated proof of immunizations as they occur. Your child cannot attend if he/she does not have the appropriate immunizations up to date and on file.
- Emergency contact information form
- First week's tuition
- A one-time, per child registration fee
- All appropriate forms must be completed, signed and on file **PRIOR** to admission. All necessary forms/consents will be given to you in your admission package.

Island Kids Child Care Center reserves the right to terminate care at any time. The center reserves the right to ask parents/guardians to make alternative arrangements for care of a child enrolled at the center if any situation occurs that *Island Kids Child Care Center* does not agree with. (See Expulsion policy.)

Island Kids Child Care Center reserves the right to terminate this contract without cause or reason.

Two weeks' notice **MUST** be given to the director when services are no longer needed. If notice is not given and you do not bring your child, you will be billed for two weeks of contracted tuition with late fees.

Please be advised: If your family has been dis-enrolled from Island Kids due to non-payment and payment arrangements have not been made with Island Kids, your account will be sent to our Attorney. They will contact you to make proper payment arrangements. If those arrangements cannot be made, the attorney will place your account in collections where they will collect 9% interest on the funds until paid.



Illness Policy

Island Kids Child Care Center cares for children that are well or mildly ill. A mildly ill child presents symptoms that do not represent a significant risk of serious infection to other children, such as a slight cough or clear runny nose.

Children will be excluded from care if they exhibit any of the following symptoms:

- Fever of 99 degrees or above
- Diarrhea- three loose stools in an hour or throughout the day
- Vomiting
- Contagious illnesses such as scabies, chickenpox, strep-throat, mouth sores (HFM), Covid, Flu, etc.
- Head lice: your child may return after treatment
- COVID
- The child is too ill to participate in program activities
- Illnesses that result in a need for care that is greater than the staff can provide
- Acute change in behavior- i.e. lack of responsiveness or a quickly spreading rash

If a child exhibits any of the above symptoms, they must remain out of school until they are symptom-free & fever-free for 24 hours without medication. If they are sent home with any of the above symptoms, they cannot return to school until they are symptom-free & fever-free for 24 hours without medication.

Termination of Care:

After a TWO-WEEK TRIAL PERIOD, either party can only terminate care with notice. *Island Kids Child Care Center* reserves the right to immediately end care for any reason. Some examples are non-payment, behavior of the child which is harmful to the physical or emotional well-being of the other children, classroom environment or childcare property, or failure to abide by *Island Kids Child Care Center* policies. If you terminate care without giving two weeks' notice you will be responsible for payment of the final tuition for two weeks of care plus late fees whether your child attends or not. Please be advised that you will be charged your scheduled rate until you notify *Island Kids Child Care Center* that your child will not be returning. Two-week notice needs to be given to the director, in writing, when services are no longer needed.

Parent/Guardian: _____ Date: _____

Director/Assistant Director: _____ Date: _____



Child Care Emergency Contact Information

Child's Name: _____ Birthdate: _____
Address: _____

Parent or Guardian: _____

Phone Number: Cell: _____ Work: _____

E-mail Address: _____

Parent or Guardian: _____

Phone Number: Cell: _____ Work: _____

E-mail Address: _____

Emergency Contacts:

#1) Name: _____

Phone Number: Home: _____ Work: _____

#2) Name: _____

Phone Number: Home: _____ Work: _____

Persons authorized to pick child up

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Special Conditions, Disabilities, Allergies, or Medical Information for Emergency Situations:



Parent/Legal Guardian Consent and Agreement for Emergencies

As parent/legal guardian, I give consent to have my child receive first aid by facility staff, and, if necessary, be transported to receive emergency care. I understand that I will be responsible for all charges not covered by insurance. I agree to review and update this information whenever a change occurs and at least once a year.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



Infant Feeding Schedule/Parent Agreement

Name of child: _____

My child drinks: Breast Milk _____ Formula _____ Brand of formula _____

- Parents are responsible for supplying formula.
- If the formula is in powder form, staff will add the correct amount of water specified to the bottle when preparing to feed.
- If formula is in liquid form, staff will store bottles in the refrigerator located in the classroom.
- If supplying breast milk, you may supply a daily or monthly supply. Please label with your child's first and last name and date

Please list your child's feeding schedule below and any other pertinent feeding information:

I have read and understand the above statement and will abide by the statements listed above. If there are any changes to my child's schedule or introduction of new foods, I will inform Island Kids Child Care Center.

Parent/Guardian signature: _____ Date: _____



Photography Form/Parent Agreement

Island Kids Child Care Center must have parent/guardian permission for the following items below. Please complete the form and sign, date and return with the Child Care packet.

Child Photo Permission form:

I give my child _____ permission to be photographed at school. Photos will be used in classrooms, hallways, on our Island Kids Child Care Center Facebook page, and sent through ProCare.

I do not give my child _____ permission to be photographed.

Parent/Guardian signature: _____ Date: _____



Expulsion Policy

At Island Kids Child Care Center we strive to provide the utmost support and flexibility for our children and families. We will provide the best care possible to all children who attend our program. Unfortunately, there will be times that we are unable to continue care when unfortunate circumstances occur.

Below is a list of reasons that may be relevant for expulsion from Island Kids. The expulsion period could be short, long term, or permanent depending on the circumstances.

Immediate Cause for Expulsion include but are not limited to:

- Child is at risk of causing serious injury to other children or him/herself
- Parent threatens physical or intimidating actions towards staff members
- Parent exhibits verbal abuse towards staff in front of enrolled children

Parental Actions for Child's Expulsion include but are not limited to:

- Failure to pay/excessive late payments
- Failure to complete required forms including the child's immunization records
- Excessive tardiness when picking up your child
- Verbal abuse towards staff

Child's Actions for Expulsion include but are not limited to:

- Uncontrollable tantrums or outbursts
- Ongoing physical or verbal abuse towards staff or children
- Excessive biting

In most instances, prior to expulsion, parent/guardian will be called, incident/accident reports will be sent home, conferences will be conducted, and correspondence will be sent home indicating what the problem was/is. If possible, Island Kids will make every effort to support the child and family to help rectify and render the problem before expulsion.

After a two week period; depending on the risk to other children's safety and well being, behavior does not improve, and/or the provider finds that they can no longer accommodate the child, the parent will be informed that their child may no longer attend Island Kids. Care can be terminated at any time, with no warning, if the child's behavior is unacceptable and causes immediate harm to others.

By signing below you acknowledge your understanding of the above Expulsion Policy.

Parent signature:

Date:



Discipline Policy

While many behaviors such as: biting, hitting, tantrums, etc., are age appropriate, we feel it is best to redirect the child and always reward positive behavior. We will redirect any child who is causing harm or distracting the other children. They will be asked to "Take a Break" to regain their composure so they can rejoin the group. While "Taking a Break" the teacher will assist the child in looking at our "Take a Break" book and talking about what was bothering them.

If your child is unable to use words, the teacher will show them pictures to help determine what is bothering the child. If your child's behavior becomes a constant concern, a conference will be requested to help correct the issue.

If a child bites someone, staff will respond by making sure the child that was bit gets the medical attention needed. After the bite is taken care of properly, staff will sit down with both children and explain to them that it is not appropriate to bite others; it is hurtful, and dangerous. Both parents will be notified of the incident.

These guidelines explicitly prohibit any form of corporal punishment. This includes spanking, slapping, paddling, or any other physical form of discipline. Island Kids and DCF's stance aims to protect foster children, many of whom have experienced significant trauma.

The Florida Department of Children and Families (DCF) and Island Kids encourages positive discipline as a way to teach and guide children. DCF's discipline policy for children includes the following guidelines:

- Spanking, hitting, or biting, are not acceptable forms of discipline
- No confinement
- Children should not be confined in a closed area, such as a closet, bathroom, or locked room.
- No verbal abuse
- Children should not be subjected to derogatory remarks, threats, profane language, or other verbal abuse
- No punishment for accidents
- Children should not be punished for toileting accidents or for failing to eat or sleep
- No withholding of necessities
- Children should not be punished by withholding food, rest, or use of the toilet

Parent signature:

Date:



Island Kids Pizza Friday!

Every Friday, Island Kids will have Pizza Friday! Children ages 2 and up can buy pizza for \$4. If you would like for your child to have pizza every Friday, please complete the form below. Your child will receive up to two slices of pizza, a fruit, and a vegetable. If a child does not want pizza, they will be served the Island Kids lunch or lunch that a parent/guardian has supplied.

.....

Pizza Friday permission slip

☐ My child will participate in Pizza Fridays.
Check the box above.

Child's first and last name

Parent/guardian first and last name



Your Procure account will be billed \$4 per week for pizza. Please do not send cash or check unless arrangements have been made with the office.