

Holiday Sign Up and Hours

Kid's Haven is closed New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. During these holidays we have some different hours on the days before or after.

Please note them below...

New Years Eve - 5:30 am - 5:30 pm

July 3rd and July 5th - will be posted depending on what day the 4th lands on

Halloween 5:30 am - 6:00 pm

Thanksgiving Eve - 5:30 am - 6:00 pm

The day after Thanksgiving - 7:00 am - 5:30 pm

The day after Christmas - will be posted depending on what day Christmas is

No school days during the school calendar year

We will have sign up sheets for these days. If you sign your child up to attend these days, they are welcome to attend. If your child is signed up and does not attend, you will be charged a daily rate for that day. You must notify Terry, Shawna or Missy if they are not coming after you have signed up and it must be at least the day before. If your child is not signed up but you would like to bring them at the last minute, please call for availability.

We have to maintain staff child ratios.

Safe Arrival and Departure

Parents are asked to accompany their child into the center each day.

Parents must check in and out their child on the time clock. If parents are sending a friend or family member to pick up a child, they must have approved that person in writing and picture identification must be shown.

YOUR CHILD WILL NOT LEAVE WITH ANYONE ELSE. All children should be properly secured in the vehicle for transportation to and from the facility. Other children should not be left in a vehicle during arrival and departure. Please do not leave your vehicle running.

Review Child Care Program Plan

Kid's Haven's Child Care Program Plan is available to view in the office on request of a parent.

Registration and Late Fees

The registration fee is a one time, non-refundable fee of \$50.00 per family which is due at the time of registration. This fee insures your spot for scheduled attendance. Your child will stay actively enrolled provided they attend at least once every 30 days. All statements must be paid by 6:30 pm Friday. The bill that is due Friday will reflect the billing period of the Thursday - Wednesday before the due date. A \$10.00 late fee will be added to all bills not paid in full by the due date. You will find the amount owed in the accounting box when you check your child in and out. A \$1.00 per minute late fee will be added to your statement if your child is not picked up by 6:30 pm.

Withdrawal Procedure: Kid's Haven requests a 2 week notice to withdraw your child. We also ask that you fill out a parent exit interview that can be found in the office.

Definitions

Full time: A child that comes everyday with the same schedule. We hold a spot for this child each day. Please let us know by 8:00 am if your child will not be attending for a day.

Part time: A child that has a different schedule each week but comes at least once a week. With a part time schedule, you will let us know as soon as you know what your child's schedule will be for the upcoming week. We will hold a spot for this child each scheduled day. If your schedule varies more than 15 minutes for drop off, please let us know by 8:00 am.

Drop in: A child that comes at least once a month. You will call for availability each time you want your child to attend.

Infant: 6 weeks - 18 months

Toddler: 18 months - Potty Trained

Preschool: 3 years and Potty Trained - The first day of Kindergarten

School Age: Kindergarten - 12 years

Billing Options

Flexible Hourly Rate: You are only charged for the time that your child is in attendance. The hourly rate will vary depending on the amount of hours your child is in attendance each day. The first child is your youngest child. It is very important that you always remember to punch your child in and out. If you forget to punch your child in, the computer will punch them in at 5:30 am. If you forget to punch your child out, the computer will punch them out at 6:30 pm. Please refer to the Tuition Rate Sheet for flexible hourly rates.

Straight Hourly Rate: You are only charged for the time that your child is in attendance. The hourly rate will always be the same. It is very important that you always remember to punch your child in and out. If you forget to punch your child in, the computer will punch them in at 5:30 am. If you forget to punch your child out, the computer will punch them out at 6:30 pm. Please refer to the Tuition Rate Sheet for straight hourly rates.

Daily Rate: You are only charged for the days you are in attendance. It is still important that you punch in and out but you will be charged the same amount everyday that your child is in attendance. Please refer to the Tuition Rate Sheet for the daily rates.

Weekly Rate: This will be the amount charged every week your child is enrolled. The only other fees that would be charged to your accounts are extra curriculum activities. It is still important that you punch in and out but your tuition will not reflect hours of attendance.

You are welcome to pick different payment plans for different children in the same family. You are welcome to change your payment plan once per year. We are not able to change it anymore than once a year.

Kid's Haven Financial Agreement

It is Kid's Haven's goal to keep each and every child in our care safe and happy at all times in a positive learning environment. To do this, we need loving and caring staff, equipment that is in good working condition, a building that is in good repair, good nutritious food for them to eat each day and an awesome, educational curriculum with supplies for the children. To ensure this, we must be paid for services rendered on a weekly basis. All late fees will be assessed to accounts that are not paid in a timely manner. Tuition may increase 4% every November 15th to ensure our staff is given the raises they deserve.

Payment Options

Payment By Cash: Please bring all cash payments to the office and will give you a computerized receipt.

Payment By Check: Please put your check in one of the payment boxes. One is found next to the main office and the other is found in the school age entrance.

Payment By Auto Check Debt: Please fill out the tuition express form and hand it in at the time of enrollment. Your weekly statement will be processed on Thursday and will come out of your account on Friday. This may vary depending on what bank you use.

Payment By Auto Credit Card or Debt Card: Please fill out the tuition express form and hand it in at the time of enrollment. Your weekly statement will be charged to your credit card on Thursday and should show up on your account on Friday. With this option, a \$1.00 transaction fee will be added to your account each week.

Payment By Credit Card: Please bring your credit card into the office and we will process it. It is also possible to pay with a credit card on line but you will need to come to the office to set that up.

Financial Agreement

Child's name: _____ Birthdate: _____

I would like to be charged the following rate:
(Please circle one)

Flexible Straight Daily Weekly

Child's name: _____ Birthdate: _____

I would like to be charged the following rate:
(Please circle one)

Flexible Straight Daily Weekly

Child's name: _____ Birthdate: _____

I would like to be charged the following rate:
(Please circle one)

Flexible Straight Daily Weekly

Child's name: _____ Birthdate: _____

I would like to be charged the following rate:
(Please circle one)

Flexible Straight Daily Weekly

I would like to pay
(please circle one)

Auto Check Debit

Auto Credit Card Debit

Cash/Check/Credit Card

I understand and agree to pay Kid's Haven every week for my weekly tuition. I understand if my account becomes more than 2 weeks past due, I will have to pay in full and re-enroll before my child can return.

Parent Signature