



1094 W. 1800 N. Clinton, UT 84015
801-821-6777
koolkidzcamps.com

PROGRAM POLICIES

1. *Admissions*

- Children who are 3, 4, and 5 years old are eligible to enroll in Kool Kidz Preschool.
- All children enrolled in Kool Kidz Preschool should already be potty trained. Occasional accidents are expected, normal and understood.
- Classes will be filled on first-come /first served basis.
- Kool Kidz accepts enrollments throughout the year.
- To have your student registered you need to return a completed registration form to the school or online with a \$55.00 non-refundable registration fee. Your student will then have a reserved spot on the schedule.
- Sometimes during the year, there may be a need to change the days the students attend. Arrangements can be made if there is a space available.
- If for any reason you decide to take your child(ren) out of preschool you must give a 30 day notice in writing and must pay, even if your child does not attend, the 30 days of class.

2. *Calendar Year*

We follow the Davis School District academic calendar. Starting date, holidays and ending dates are posted on our website at koolkidzcamps.com.

3. *Days and Hours of Operation (choose # of days a week & a.m. or p.m. session)*

- Morning sessions are from 9:00 a.m. – 11:30 a.m.
- Afternoon sessions are from 12:30 p.m.-3:00 p.m.
- Decide the number of days you would like your student to attend, and then you can choose which days of the week work best for you.
- Make up days are available when a child is sick or for funerals. Make arrangements with Ms. Cindi or your child's teacher prior to make up day. All children are invited to field trips, guest speakers, special parties and activities.

4. *Fees*

Tuition is figured as a monthly fee. It is to be paid by the 10th of each month. If payment is not made by the 10th of each month there will be a \$15 late fee. If there is a problem with that date, please meet with the owner for a solution. If there is a failure to pay, a collection agency will be involved and legal action will be taken. Because tuition is a monthly fee, no refunds are given for illness, vacations, or snow days. If it is for a consecutive week's

worth of school days a refund may be considered individually by the owner. We do not charge additional tuition for the months that consist of 5 weeks.

Payment methods: Cash we will send receipt home in child's back pack (please put in envelope with child's name on it), check (please child's name on check), bill pay, direct deposit into our America First account (please contact us for more information) or online. We have to pay a fee when you pay online we ask that you add \$1.50 for a convenience fee.

Tuition is as follows:

2 days/week = \$75.00

3 days/week = \$95.00

5 days/week= \$160.00

5. *Pick-up and Delivery of Children*

Prompt delivery and pick-up of each child is essential. For safety's sake, children must never be left without direct transfer to an adult. For drop off, parents will drive up to the door of the building and a teacher will be available to bring the child in to the school. Guardians must always pull up to the front of the building curbside of the building to pick up the child. Teachers will assist getting the child to the parents/adult picking up the child. ID must be shown if the teachers are not familiar with the person picking up the child. A list is also required of those who are authorized to pick up your child. The child is allowed to be dropped off no more than 10 minutes early and picked up no later than 10 minutes after class is over. A fee of \$10 will be charged for every 15 minutes child is dropped off early or picked up late.

6. *Program*

It is the philosophy of Kool Kidz that early childhood should be a time of fun, warmth, security, exploring and discovery. Preschool children are creative and receptive; our programs strive to nurture and encourage these qualities in our students.

Kool Kidz Preschool's purpose is to provide an atmosphere and the opportunities that encourage social, emotional, physical, and intellectual growth and development of the child as a whole.

Planned within the framework of philosophy and purpose, the curriculum includes; Language development and activities, Math concepts and application, Science concepts including exploration and experimentation, Phonics, Pre-reading and Reading Skills, basic Computer skills and age appropriate educational software programs, Social Studies – including guest speakers, short field trips, and celebration of birthdays and holidays, Health concepts, Art and art appreciation, music and movement activities, large and small motor skills development (P.E., Yoga, obstacle courses etc.) Students are also taught problem solving skills and social skills (i.e. manners etiquette, interpersonal skills, etc.) We work hard to build self-esteem, confidence and empathy in children.

Field trips and guest speakers are also an important part of the program. When we have a field trip, we cancel school for the day and then we will have two separate (previously signed up for) times for the children to attend. Parents should transport children and attend the field trip to help with supervision. When a guest speaker comes, we want every child to attend one of the class times the guest is coming. Please make arrangement with one of the teachers, for your child to attend one of these sessions if they do not normally attend on that day. We work hard to build self-esteem, confidence and empathy in children.

7. *Confidentiality of student records*

Student records are open only to teachers at the preschool and the parents or legal guardians of the students.

8. *Communication with Parents*

Parents are informed of the activities of the preschool through monthly calendars which will include unit topics, class activities, field trips, guest speakers and information for parents. The calendars are available on our website at www.koolkidzcamps.com at the first of each month.

Follow us on Facebook for important updates and announcements.

There will be a parent-teacher conference offered during the year. Either the parents or the teacher may request additional conferences at any other time during the year for any concern. Parents are encouraged to visit the preschool at any time, and are also welcome to volunteer in the classroom or class parties.

9. *Dress*

Children are encouraged to wear appropriate school attire. Flip Flop shoes are a hazard and should not be worn for the safety of the children. Daily activities include active and messy play and the children would feel comfortable enough to enjoy themselves and not worry about their clothes. The child's name should be placed on all jackets, outdoor clothing and backpacks. Please send a change of clothes (labeled with name) to the school in your child's backpack to keep for the year. It will remain in the back pack and used if the child spills something on them or has an accident.

10. *Foods*

Please make sure your child eats a good breakfast or lunch before coming to school. Snack time is included in our daily schedule for both morning and afternoon sessions. If there are special foods or allergies, the child may bring his own snack from home. Each day we have snacks and water available.

With advanced notice, children may bring special treats for their birthday or any other time during the year. Because of state regulations regarding the serving of food, the treats must be purchased commercially either pre-packaged, or from a bakery.