



Child Care Policies

Please review and initial each item.

____ Enrollment Package

Fremont Kid's Academy provides an enrollment packet for each child.

The entire package is located at <http://www.fremontkidsacademy.com/enrollment--location.html> and serves as a copy.

____ Pay-to-Stay Policy

Fremont Kid's Academy has a Pay-to-Stay policy. All payments must be made prior to leaving children at the facility. Tuition schedules can be found in the Childcare Contract. **All Tuition payments and Enrollment fees are non-refundable.**

____ Enrollment / Annual Fee

Upon enrollment a non refundable annual fee of \$120 will be collected for supplies and materials for each child. Each year this fee will be collected on the anniversary of enrollment date.

____ Hours of Operation and Late Pickup Fees

The Academy is open Monday through Friday from 7:00am to 6:30pm. Alternate hours may be agreed to with the Director's permission. Once hours are determined, any late pickups will require a phone call/text to notify staff that the parent will be late and a late fee may be charged.

____ Arrivals and Departures Arrivals

Goodbyes can be difficult but we have found that a short and sweet routine is the best way to ensure that the child benefits from a calm beginning to the day. Parents are welcome to review the webcams if there is a concern about a child's separation anxiety.

____ Departures

Each child's folder will have an Authorized Pick-Up List. Children shall only be released to their parents or individuals listed on the Authorized Pick-Up List. The center will not release any child without written permission from the parents.

____ Sick Policy

Children who have a fever, vomiting, diarrhea, or a rash are to be kept home for 24 hours after symptoms are gone or released by a doctor to return to care. Children who display symptoms while in care will be quarantined and sent home.

____ Diapers and Toilet Training



For children not yet toilet trained, parents are to provide at least 12 diapers per day of an appropriate size as well as a sufficient number of wipes. Children should always have a change of weather appropriate clothes available at the center in case of any accidents. The staff will assist with toilet training as directed by the parents.

___ Immunizations and Medications

All parents will provide a current Immunization list. Only emergency medications such as asthma inhalers and epi-pens will be given to children and only in conjunction with clear written instructions from the child's physician. No maintenance medication or over the counter medication will be given by Fremont Kid's Academy staff at any time.

___ Dress Code

All children should have weather appropriate clothes. Each day includes some portion of outside time and appropriate clothing is crucial to the child's enjoyment of that time.

___ Personal Belongings

Each child will be provided with a small storage space for alternate clothes and other personal items. All personal belongings should be labeled and kept to a minimum. No valuable items should be left at the center.

___ Photography Release Form

Photographs of children may appear on our website, marketing material, newsletters and other media. Parents have the option of signing a photography release.

___ Meals

All meals will be provided by the center. Parents will complete the Allergy Awareness Form and notify staff of any food restrictions. Parents may choose to bring in special treats for birthdays and other special occasions. Parents should communicate with staff to ensure that a correct count is taken for that day and any special items are provided.

___ Nap/Quiet Time

Naps are not required at Fremont Kid's Academy but a quiet time is reserved during the early afternoon. Parents are encouraged to communicate with staff about each child's individual resting needs as they change. A Resting Schedule Form will be included in the child's file.

___ Discipline

Staff will praise children for appropriate behavior and distraction techniques will be used to focus children on productive activities. Parents will be notified of all incidences and a plan to manage behavior will be put in place. If behavior management is not possible then the Child Care Contract may be terminated.

___ Mandated Reporting



All staff at Fremont Kid's Academy are mandated reporters of suspected child abuse. Each staff member has a legal obligation to notify Child Protective Services if they suspect Child Abuse.

____ Emergencies

Fremont Kid's Academy has two destination evacuation locations. The first is next door at 36834 Cabrillo Dr and the second is around the corner at Cabrillo Elementary School.

____ Holidays Vacations / Sick Time

Fremont Kid's Academy is closed on all major holidays. Parents will be notified in advance of any additional closures. No refunds or discounts will be given due to closures.

____ Birthdays and Other Parties

Fremont Kid's Academy encourages celebrations of birthdays and any other occasions that parents wish for their children. All cultural customs are welcomed and will be presented as part of the social/cultural curriculum. The Academy requests that any foods that are prepared are provided with an ingredient list and adhere to any special needs of the children currently enrolled in the Academy at the time of the celebration.

____ Supplies

Fremont Kid's Academy is always in need of supplies such as paint, paper, markers, crayons, clay, ribbons, scissors, and any other types of arts and crafts materials as well as educational supplies such as books, and music. We are always taking donations of such items and on occasion will send home a list of specific requests for certain projects.

Parent Signature: _____ Date: _____

Printed Name: _____

Parent Signature _____ Date: _____

Printed Name: _____