KINDERGARTEN PREPARATORY

# K-PREP PRESCHOOL

GIVING KIDS THE ADVANTAGE THEY NEED TO SUCCEED

## Annual Family Agreement

Please review and sign this agreement to highlight the most important policies from our Parent Handbook each year.

**This agreement is made between Kindergarten Preparatory Preschool Inc and**

_____ and _____

(Parent/Guardian Name 1) (Parent/Guardian Name 2)

**parent(s)/guardian(s) of** _____

(Child's Name)

**Please check the days your child will be attending during the 2026/2027 school year.**

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday



### 1 HOURS

We're open **Monday through Friday from 7:00 AM to 5:00 PM**, and all children must be picked up by 5:00 PM. A late pick-up fee of $1.00 per minute may be added to your account if you arrive after closing. If a child has not been picked up within 15 minutes of closing, we will start calling emergency contacts. If a child is still here an hour after closing and we've been unable to reach anyone, we will call local authorities.

**IMPORTANT**

A late pick-up fee of **$1.00 per minute** may be added to your account if you arrive after closing.



### 2 TUITION

Tuition is **due on the first Friday of each month,** and payments should be made through Brightwheel unless other arrangements have been discussed with the Director. A $10 late fee is added for each week tuition is overdue. If a balance becomes more than a month past due, care will be paused until the account is caught up.

*Parents who receive subsidies are responsible for paying the full cost of care not covered by the childcare subsidies.

Tuition is due **the first Friday** of each month.



### 3 REGISTRATION AND WITHDRAWAL

A registration fee is required to hold a child's place at K-Prep. Registration fees are **non-refundable** and are not applied to tuition.

- The registration fee for the **school year** is $150.
- For those enrolling in our Summer Camp program, a separate summer registration fee of $60 is required.

The Director should be notified in writing at least two weeks prior to withdrawal. Tuition will continue to be pulled until written notice of withdrawal is received.

**REGISTRATION FEES**

School Year: **$150**

Summer Camp: **$60**



### 4 ENROLLMENT PAPERWORK

The following documents are required before your child's first day of attendance at K-Prep:

**The State Child Care Enrollment Form, Health History and Emergency Care Plan, Child Health Report, State Intake Form or All About Me form (depending on your child's age), ASQ's Questionnaire and a completed Annual Family Agreement.**

- The Child Health Report must be kept current. Children **under 2 years old** are required to have follow-up exams every **6 months**, while children **age 2 and older** must have follow-up exams **every 2 years**.
- For children **under 2, a State Intake Form** will be kept on file and updated by teachers every 3 months.
- Families are also expected to complete a new form each September. **Children 2 and older** will need an All About Me form completed and updated by families each September.

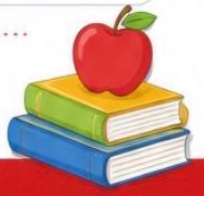
Keeping paperwork up to date helps us keep your child safe and healthy!

_____ _____

Parent/Guardian Signature 1 Date

_____ _____

Parent/Guardian Signature 2 Date



Thank you for choosing K-Prep Preschool! We are excited for a wonderful year together!

## 5 ILLNESS POLICY



- Children who cannot fully participate in daily activities, including outdoor play, should remain at home until they are fully recovered.
- Children with colds or fevers must also be kept at home.
- Children must be fever-free without the use of medication and free of vomiting or diarrhea for a full 24 hours before returning to school.
- If your child has a diagnosed illness that **requires medication**, they should **remain at home** for **at least 24 hours after the first dose has been given.** If your child is sent home due to illness, they **must remain out the following day.**
- If your child contracts a contagious illness (such as chickenpox, head lice, etc.), please **notify the Director immediately** so appropriate precautions can be taken.

## 6 VACATION POLICY



- After two months of continuous care, each child is allotted annual vacation days based on their regular weekly attendance schedule.
  - For example: A child who attends 3 days per week will receive 3 vacation days per year.
  - A child who attends 5 days per week will receive 5 vacation days per year.
- A minimum of two weeks' notice is required to use vacation days.
- Vacation days will be credited to the family's account in the month following their use. Vacation days are reissued in September and are available to be used until the end of August.
- If a parent or guardian wishes to temporarily withdraw their child due to an extended illness or vacation, but would like to reserve their spot, a 20% holding fee (based on the child's regular tuition) will be required for the duration of the absence. Families who choose not to pay this fee may be placed on the waitlist upon their return.

## 7 BRIGHTWHEEL




Brightwheel is our main source of staying connected with you! We use it to send updates, reminders, and emergency messages, so it's important to check your messages regularly. Staying in the loop through Brightwheel helps us plan the day better and keeps everyone informed.

## 8 ABSENCE



If your child will be out for the day, mark them as "Absent" by 9:00 AM or call the center at **262-549-0900**.

## ♥ ACKNOWLEDGMENT & AGREEMENT ♥

By signing below, I acknowledge that I have read and understand the expectations of this agreement. I know this document is a summary and not a replacement for the full Parent Handbook. I agree to follow K-Prep's policies and understand that care may be discontinued at any time if needed.

**Thank you for your support and for being such an important part of our K-Prep family!**

Child's Name: _____

Parent/Guardian Name(s): _____

_____

Signature: _____ Date: _____



*Thank you for choosing K-Prep Preschool!*



# K-PREP PRESCHOOL

## EMERGENCY CONTACTS 2026-2027

Child's Name _____ Birthdate _____

Address _____

Allergies/Medical Information _____

Father/Guardian _____ Phone Number _____

Mother/Guardian _____ Phone Number _____

Primary Contact Relationship _____ E-Mail Address _____

### OTHER EMERGENCY CONTACTS / AUTHORIZED FOR PICK UP

Name: _____ Contact #s _____

Name: _____ Contact #s _____

I give permission to K-Prep Preschool to make whatever emergency measures are judged necessary for the care and protection of my child while under the supervision of K-Prep Preschool. In case of medical emergency, I understand that my child will be transported to the nearest hospital by the local emergency unit for treatment if deemed necessary by the emergency resource. My child will be transported at my expense or my insurance. It is understood that in some medical situations, the staff will need to contact the local emergency resource before the parents/guardian when necessary.

**Initial (Parent/Guardian):** _____

## PHOTO RELEASE

At K-Prep Preschool, taking photos to document our work is a big part of our day.
Photos are displayed in classrooms and hallways so that children can relive their experiences.

Please choose what level of photo consent you are giving the center.

☐ Yes, I give the center permission to photograph my child for use **within the center, on Brightwheel, plus the center's website, marketing materials, and social media platforms.**

☐ Yes, I give the center permission to photograph my child for use **within the center and on Brightwheel only,** including group photos that may be shared with other families.

☐ **No, my child's photo cannot be taken for use.**

**Initial (Parent/Guardian):** _____

## SUNSCREEN APPLICATION PERMISSION

I give the staff at K-Prep Preschool permission to apply the following sunscreen to my child:

☐ Center Provided: Equate Kids Broad Spectrum Sunscreen Lotion, SPF 50

☐ Parent Provided (optional): _____

**Initial (Parent/Guardian):** _____

*Thank you for trusting us with your child!*