

KINDERGARTEN PREPARATORY

K-PREP PRESCHOOL 

GIVING KIDS THE ADVANTAGE THEY NEED TO SUCCEED

Annual Family Agreement

At K-Prep, we ask families to 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(s)/guardian(s) of _____.

Please check the days your child will be attending during the 2025/2026 school year.

M_____ T_____ W_____ TH_____ F_____

The information below is confidential and used for grant purposes only. Your response will not affect your enrollment or tuition in any way.

Child's Race _____ Ethnicity ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Est Gross Household Income _____ Number of Individuals in the Home _____

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.

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.

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 \$50 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.

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), 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.

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 the month following their use. Vacation days are insured/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.

EMERGENCY CONTACTS 2025-2026

Child's Name _____ Birthdate _____

Address _____

Allergies/Medical Information _____

Father/Guardian _____ Phone Number _____

Mother/Guardian _____ Phone Number _____

Primary Contact Relationship _____ E-Mail Address _____

Other Authorized Adult 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 put up in the classrooms and hallways, so children can re-live the experiences.

If you would like your child to appear please sign below and choose which options are acceptable to use. (Choose all that apply)

- ☐ Yes, I give the center permission to photograph my child for use within the center and on Brightwheel, including group photos that may be shared with other families.
- ☐ Yes, I give the center permission to photograph my child for use on the center's website, marketing materials, and social media platforms.
- ☐ 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:

Sunscreen Option:

- Center Provided: Equate Kids Broad Spectrum Sunscreen Lotion, SPF 50
- Parent Provided: _____

Initial (Parent/Guardian): _____

By signing below, I acknowledge that I have read and understand the expectations in 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(ren)'s Name(s):

Parent/Guardian Name(s):

Signature: _____ Date: _____