



5480 Bells Ferry Rd.  
Acworth GA 30102  
770-926-4937  
Fax 770-926-3298



Kids Haven Learning Center is dedicated to providing quality childcare for your children. The Center serves children six (6) weeks through three (3) years in full day care. We serve children four (4) years through twelve (12) years old in Pre-K, Holidays, Summer Camp Programs and in our before and after school care.

### **ENROLLMENT FEES AND WEEKLY TUITION**

I understand that my weekly tuition fee of \$\_\_\_\_\_ is due on Monday of each week. If tuition is not received by close of business on Monday, a late fee of \$10 will be added to my child's tuition. A \$50 registration fee is due at time the child is enrolled in the Center. A \$50 renewal fee is due each year the student is enrolled in the program.

If child is not pick up by the time the Center is closed, I agree to pay a per child late fee at \$1 per minute due immediately at pick up. Our hours of operation are **6:30 a.m.** to **6:30 p.m.**

I agree to pay a return check fee of \$35.00 for any checks returned.

A full weekly fee will be charged for any full time student present at Kids Haven Learning Center during any day of the week. A deposit of half the weekly tuition rate is due if the child does not attend for the week. You are allowed a free week after being enrolled for six months.

### **HOLIDAY CLOSINGS**

**Our center is officially closed on the following holidays:**

**New Year's day    Martin Luther King Jr. Day    Memorial Day    Independence Day    Labor Day  
Thanksgiving and the day after    Christmas Day**

### **ADDITIONAL POLICIES**

1. In Accordance with the State of Georgia licensing regulations, we must have a complete set Immunization Records.
2. If a child has been exposed to a dangerous disease he/she should be kept at home and the facts of his/her conditions should be reported to the Center. Strep throat, pin worms, viral infections, infected ears and or glands, measles, mumps, chicken pox, scarlet fever, etc. are amongst those conditions categorized as "highly contagious". Before a child is returned to the Center a physician release is required.
3. Kids Haven Learning Center will provide for children eating food, nutritionally balanced meals for breakfast, lunch and snacks. Water is available to children at all times. The Center is regulated by Bright from the Start (BFTS) Child and Adult Food Program (CACFP). This program is regulated by the US Department of Agriculture (USDA). Forms are provided in this enrollment packet and should be submitted along with the enrollment forms.
4. It is important for parents to provide us with telephone numbers and emergency contact.



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5. Posted throughout the Center are Parent Information boards to foster better communications about your child's daily activities.
6. Every child must have a change of clothing that is left in the center to be used for emergencies. All clothing must be labeled with the child's name. The center is not responsible to lost clothing. For your child's protection. Please make sure students are wearing closed toe shoes. No sandals, flip flops, cowboy boots or jelly beans shoes are allowed.
7. Kids Haven provides Developmentally Appropriate toys for each age group. We therefore ask that you not bring in toys or other personal belongings such as jewelry, money, or snacks to the center. The center is not responsible for any lost items brought from home.
8. Kids Haven will administer only dated, labeled, prescribed medications (physician prescribed non-prescription medications) at mid-day. An additional dose may be given when specifically prescribed by the physician. All medication policies are subject to state regulation. Authorization will be required by the center before the administration of any medicine. The number, dosage, the dates to be given, the time the medication is to be given and the signature of the parent.
9. Should the management at Kids Haven determine in its sole discretion that my child has not adjusted to the daily program; the child may be disenrolled and this agreement will be terminated at the option of Kids Haven. Parents will be given one (1) weeks' notice of the disenrollment.
10. Pick up from public schools is provided by Kids Haven. If your child does not need transportation, parents must notify the center at least two (2) hours before the scheduled pickup time. Violation of this policy will result in a warning, then the withdrawal of the child.
11. One (1) hour after opening and one (1) hour before closing children are combined with mixed ages and then separated into their classes which provide developmentally appropriate activities. Parents are invited to visit the center at any time.
12. It is a **Georgia Law** that any unusual physical markings on a child are to be reported to the Department of Family and Children Services. The department may send an investigator. Please understand that an accusation is not being made. It is in the best interest of all children that educators and administrators be required to report. Kids Haven is not allowed to conduct an investigation first. In 1990 several public school teachers were charged with "failure to report." That incident has made noncompliance a risky proposition. All Kids Haven employees are mandated reporters and have been informed of their legal obligation.

I certify that I have received, read and understand the information in the Enrollment Agreement.

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**Signature of the Parent/Guardian**

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**Date**