

KIDSPACE LEARNING CENTER



POLICY AND PRICING OVERVIEW 2023/2024

4K WRAP-AROUND CARE is available Monday through Friday from 8am to 3pm. (Before school and afterschool care is also available) Our tiered rate system for children enrolled in 4K wrap-around allows us to include ALL hours of care, including before and after school care hours.

Weekly Rates are as follows:

10 to 20 hours - \$100	Over 45 hrs - \$145 plus \$4/per each add'l hour
21 to 30 hours - \$125	Under 10 hours - \$6/hour
31 to 45 hours - \$145	

AFTER SCHOOL CARE is available Monday through Friday from 3pm to 6pm at a rate of \$4.00 per hour, per child. Please note that this rate is calculated by the hour unit (i.e. 3pm to 4pm: 4pm to 5pm, etc.), therefore, if your child is present from 3pm until 4:25 you will be charged for two units of time for a total of \$8.

Note: Children enrolled in 4K wrap-around care are to add in the after school hours and use the tiered rates listed above.

BEFORE SCHOOL CARE is available Monday through Friday from 7am to 8am. Rate is \$5.00 per child, per day.

Note: Children enrolled in 4K wrap-around care are to add in the Before School hours and use the tiered rates listed above.

REGISTRATION FEES: A nonrefundable enrollment fee (per child) is due at the time of registration.

- **4K Wrap-Around Care: \$20.00**
- **After School Care: \$10.00**
- **Before School Care: \$5.00**

SCHEDULES: We offer three types of scheduling: **Fixed Schedule, Rotating Fixed Schedule and Drop-In Care.**

- **Fixed Schedule:** Schedules are the same days and hours each week (ie. every week Monday and Fridays, 3pm to 5pm).
- **Rotating Fixed Schedule:** Schedules are the same days and hours on a rotating week schedule. (ie Week 1: Mondays and Tuesdays, 3pm to 5pm / Week 2: Mondays, Tuesdays and Fridays, 3pm to 5pm).
 - If your child has a fixed schedule or rotating fixed schedule, they will be automatically added to our schedule each week.
- **Drop-In Care:** Schedules vary week-to-week. If your child has a varied schedule of days that they will be in attendance and would therefore require Drop-In Care, it is important to get those dates and times to Kidspace no later than 3pm on the Friday PRIOR to attendance as staffing needs and child/teacher ratios are based solely on the schedules provided in advance.
 - Please be advised that Drop-In Care does not reserve a permanent space for your child on our schedule.
 - Drop-In Care is offered on a space-available basis only.
 - For your convenience, your weekly schedule may be sent via text, email or by filling out the weekly schedule available at Kidspace.

LAST MINUTE DROP-IN CARE: We strive to be able to accommodate each family's needs and encourage you to contact us if extra hours of care are needed but had not been previously scheduled. We will do our best to be able to fit your child into the schedule should you need last minute care. *The rate for last minute drop in care is \$5/hour.*

ARRIVAL AND DEPARTURE: All children arriving for Before School Care must be accompanied by an adult so that each child is walked to our room and signed in as required by state law. Children arriving at Kidspace for 4K Wrap Around Care and After School Care will sign themselves in and attendance will be verified by the teachers. State law also requires that parents/guardians and/or authorized pick up persons sign children out on a daily basis. Pickup time and initials are required on the Sign In / Sign Out sheet.

LATE PICKUP: Child/teacher ratios are based solely on the schedules provided to us. We understand that sometimes traffic or inclement weather can be an issue, so we encourage families to contact us in the event that they are running late. As Kidspace rents space from the school district and is only contracted until 6pm, we ask that parents arrive with sufficient time to exit the school by 6pm. A fee of \$10 per child will be charged for any late pickups between 6pm and 6:15 pm. Pickups more than 15 minutes late will be assessed an additional \$25 fee for a total of \$35.

TRANSPORTATION: Busing to Kidspace at East Elementary is provided both for children attending Small World 4K AM program as well as students attending West Elementary. The bus carrying Small World 4K AM students arrives at East Elementary for Wrap Around Care at 11:10am. The bus carrying West Elementary students for After School Care arrives at East Elementary between 3:15 and 3:25pm. If your child will be riding the bus, please be sure to notify Dousman Transport Co. directly at (920) 674-5112 or by filling out the Busing Request Form provided during online registration through the School District of Jefferson.

EXTRACURRICULARS/SPORTS: If your child will be involved in any on-site activities, such as STEM Club, K'nexperts, Safety Patrol or Team Athletics and will arrive to Kidspace after 3pm, we will require that you fill out an Alternate Arrival Agreement. This form is available by request. Also, as space for your child will be held despite their alternate arrival, fees for the day will not be prorated.

ABSENCES: If your child is going to be absent due to illness or any other reason, you must call 262-352-2397 for Kidspace at Sullivan, or 262-389-0428 for Kidspace at East Elementary as soon as possible to inform us of their absence. Please be advised that absences called in to the school will not be reported to Kidspace.

ILLNESS: If your child has had a fever, vomited or had diarrhea in the last 24 hours, they should not attend Kidspace. If your child becomes ill while in our care, we will contact the parents/guardians and ask that they be picked up. For all other less severe illnesses (i.e. cough, cold, persistent headache your child is welcome to attend Kidspace, however, if the illness prevents the child from participating comfortably in our daily activities, including outdoor play, we advise that your child not attend until they are feeling better.

PERSONAL BELONGINGS: We prefer that children do not bring toys or electronics from home on regular school days. Toys and electronics are allowed on No School Days and Breaks, but please be advised that they may be put away if they are the cause of disagreements among the children. All personal items must be clearly marked with the child's name. Kidspace will not be responsible for any loss or breakage of personal items.

TERMINATION OF CARE: Written notice of intent to discontinue childcare services is required two weeks in advance. If no notice is given, payment of two weeks of care will still be required.

PAYMENTS: Payment is due by the Friday PRIOR to attendance. Accepted methods of payment are cash, check or Venmo- listed as @wendy-trinko. Weekly receipts are available upon request. Families participating in the Wisconsin Shares Program will be given a payment schedule on an individual basis.

Special notes:

- 1) Late payment fee is \$5 per week.
- 2) Payments more than two weeks late will result in suspension of care until Payment is made in full.
- 3) a \$20 banking fee charge will be assessed for all returned checks.

YEAR-END TAX STATEMENTS: As a courtesy to our families, year end tax statements will be given by January 31st for all families with accounts in good standing. The statement will be in the name of the person who enrolls the child(ren). If there is a past due balance on the account, the year-end tax statement will be available for pick-up or mailed within two business days of payment of the past due balance.

NO SCHOOL DAYS / BREAKS: Care is available from 7am to 6pm. Snacks are provided at 10am and 3pm. As lunch is not provided, we ask that you send your child with a cold lunch.

- Rates for a single No School Day are \$5 per hour for up to six hours - OR - \$35 for the entire day.
- Breaks lasting longer than 2 days are priced as follows:
 - 10 to 20 hours - \$100 Over 45 hours - \$145 plus \$4/per each add'l hour
 - 21 to 30 hours - \$125 Under 10 hours - \$5/hour
 - 31 to 45 hours - \$145

**Note: Multiple Child Discounts are available*

A sign-up sheet for No School Days / Breaks will be available at least one week in advance. As space is limited, pick up/drop off times, along with payment, should be turned in as soon as possible in order to reserve your child's spot. Please be advised that care on No School Days and/or Breaks may be available at either Sullivan Elementary OR East Elementary. Advanced notice of care location will be given.

NO SCHOOL DAYS / BREAKS FOR THE 2023-24 SCHOOL YEAR ARE AS FOLLOWS:

Sept 4	Dec 25-Jan 1	Mar 25-29	M
Sept 29	Jan 15	Apr 19	
Oct 26-27	Jan 22	May 24	
Nov 22-24	Feb 19	May 27	

Dates that Kidspace will be CLOSED during the 2023-24 School Year include Sept 4, Nov 23-24, Dec 25 and May 27. If we were to have to close any other days, we would announce 30 days in advance.

SCHOOL CLOSINGS/DELAYS: As a general rule, if the school is closed for any reason other than a scheduled No School Day (ie snow day), Kidspace will also be closed.

- **SNOW DAY/INCLEMENT WEATHER CLOSING**
If the school closing is announced prior to 7am, Kidspace will be closed for the entire day.
- **SNOW DAY/INCLEMENT WEATHER DELAY**
If the school delay is announced prior to 7am, Kidspace will not be available for Before School Care, but will be available as soon as school is in session.
- **EARLY DISMISSAL/RELEASE:** In the event that school closes early due to inclement weather/predicted hazardous road conditions, Kidspace will remain open until all children are able to be safely picked up. We ask that you text/call us with your estimated pickup time so that we can have your child bundled up and ready for pickup.

SPECIAL NOTE: District notification of cancellation of "All After School Activities" DOES NOT include Kidspace After School Care. In the event that After School Care would not be available, parents/guardians listed on the enrollment form would be contacted via call or text.

**We are so excited to have your child join our Kidspace Family!
Please always feel free to contact us with any questions!!**