

WINN Kids Academy

25430 Aldine Westfield Rd

Spring, Texas 77373

281-466-2384

**TUITION CONTRACT**

**WINN Kids Academy** provides safe, quality, and loving care for children six weeks through twelve years of age. WINN Kids Academy is an independently owned and operated center and no other center other than the one whose name and address appear on this contract is responsible for the actions or obligations this center.

**OPERATIONAL SCHEDULE:**

Our center hours of operation are from 6:00 a.m.-6:30 p.m. We operate year-round and are closed for holidays and teacher in-service days. A list of annual center closures is available in your Parent Handbook or Academy Management. We will attempt to stay open during inclement weather; however, we will make announcements of school closing, late openings or early dismissals on our schools’ website, eblast and local news station if available. No adjustments or credits will be issued for these closing due to inclement weather.

**REGISTRATION, TUITION AND FEES:**

* **No Cash:** For the safety of our employees and the children in our care, WINN Kids Academy does not accept cash. Payments are accepted by automatic draft or credit card only at this time.
* IF YOU ARE PAYING CASH, ALL PAYMENTS ARE DUE AT **AM** DROP OFF. NO

EXCEPTIONS!! THE PAYMENTS ARE ASSUMED TO BE LATE IF NOT TURNED

IN AT **AM** DROP OFF.

* **Registration Fee: Non-refundable $50.00 per child/$100.00 per family** (subject to change) registration fee is due when your child’s application is submitted. *If you withdraw from the Academy and would like to return, a new enrollment form and registration fee is required and a classroom opening available.*
* **Your weekly tuition is:** **$ \_\_\_\_\_\_\_\_\_\_\_\_**. Payments are due in advance on Monday of each week and are late on Monday at 6:30pm if paying weekly; due in advance on Monday if paying bi-weekly or twice a week and are late on Monday at 6:30pm; and due in advance on the 1st of each month if paying monthly and are late on the 1st at 6:30pm. We reserve the right to refuse service for families who have an outstanding account balance at the end of the week. Full tuition is due for holidays and in-service day closings observed by WINN Kids Academy.
* **Annual Registration Fee Non-refundable $50.00 per child/$100 per family** (subject to change) is due when your child’s application is submitted and every August Fall registration thereafter. If you enrolled and paid registration on January 1st, you **WILL** **NOT** be required to pay the annual registration fee in August. If you enroll before January 1st you **WILL** be responsible for paying the annual registration fee. *In the case of withdrawal prior to the start of our Fall Academic Year, a cancellation fee of $50.00 per child will be deducted from any refunded curriculum fees paid in paid in advance.*
* **Sibling Discount:** For two children we offer a 10% discount off the oldest child; For 3 or mor children enrolled, we offer 10% off the child and $10 off each additional child after that. The discount applies to the oldest child’s tuition fee. One discount per family at a time. No additional discounts will be applied to accounts receiving a sibling discount. **All discounts are for children enrolled for full time care ONLY.**
* **Late Payment Fee of $50.00** will be charged if payment is not received by close of business on Tuesday.
* **Delinquent Accounts:** We reserve the right to refuse service for families who have an outstanding account balance at the end of the week. Delinquent accounts and all costs incurred in the collection process will be referred to a collection agency.
* **Non-sufficient funds (NSF) fee is $50.00**. This fee will be added to your account when we are notified of an NSF for either checks or electronic withdrawals. The amount of the original payment and the NSF fee **MUST** be paid with a money order or cashier’s check immediately upon notification of the NSF. If we receive more than two NSF notifications, your account will result in the account being placed on a Money Order ONLY basis.
* **Late pickup fee** of $1.00 per minute/per child ($25.00 minimum PLUS $1.00 per minute and charged according to the school’s clock)
* **Withdrawal Notification:** If you must withdraw from our academy for any reason, you will be required to give a two week notice by filling out the “Notification of Withdrawal form” available from a Director. In the event that you do not fill out the proper notification of withdrawal from, you will be responsible to pay a fee equal to a two (2) week tuition charge. To re-register your child(ren), a new enrollment form must be submitted with the registration fee if an opening is available.
* **7 Day Notice:** To not be charged for the week if the child will not be attending, we will need a 7-day notice. It will be in effect once permission is granted by the Director.

**REFUND POLICY:**

* We refund tuition and fees if paid ahead and not utilized; excluding non-notification of withdraw from the school.
* Refunds can take up to thirty (30) days to process.

**ADDITIONAL EXPENSES FOR SCHOOL-AGE CHILDREN:**

* There is an additional **$25.00** daily fee for school age children when school is out for teacher in-service or a daily holiday fee of **$10.00** for early dismissal. When school is
* out for a week it is an additional $55.00 per week.
* When enrolled in our School-Age programs and school is out for an entire week during the school year, the **FULL-TIME** rate of **\_\_\_\_\_\_\_\_\_\_\_\_** will be charged OR if the child does not attend during that week the account will be charged a tuition rate per child of 50%.

**CONDITIONS UNDER WHICH THE AGREEMENT CAN BE CHANGED OR TERMINATED:**

* WINN Kids Academy has the right to change their fees and/or policies with a two-week written notice.
* We reserve the right to deny services due to aggressive and/or unsafe behaviors of child or parent immediately.

**ADDITIONAL AGREEMENT AND SIGNATURE:**

* I understand that it is my responsibility to keep the academy advised of changes of addresses, phone numbers and authorized pick-up information.
* I agree to abide by all policies and procedures outlined in this tuition contract and acknowledge that I have received the WINN Kids Academy Parent Handbook.
* Governing law: This agreement shall be governed by and interpreted in with the laws of your state.
* Waiver: No right under this contract shall be waived merely by delaying of failing to exercise it. Consent to one act shall not be considered consent to any other or subsequent acts. Any waiver of a default under this agreement must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this agreement.

My signature represents that I have the full authority to bind myself, spouse, child and any other parent, stepparent, guardian agent, attorney or representative of the child, to the terms of this contract.

**Parent/Guardian** **Date**

**Center Director** **Date**

**Winn Kids Academy**

**Parent /Student Handbook**

**POLICIES AND PROCEDURES**

**PLEASE READ** the following agreement and discuss with your school Principal and/or Director any questions you may have. **Your signature at the end of this document will signify that you understand and accept these policies as written.**

**School Hours & Holidays**

WKA is open from 6:00 a.m. until 6:30 p.m., Monday through Friday. Attendance is taken each day in your child’s class. We ask that your child be present by **10:00 a.m.,** as valuable instruction time will be missed and they will not be counted in the meal count for that day. We ask that you please contact the school if your child is going to be late and /or absent. For school holidays please see the enclosed school calendar. WKA’s school calendar is August through May. We also offer Summer Camps from June through the 3rd week in August.

**Drop off and Pick-up**

1. For WKA to accept legal responsibility, your child must be signed in and out daily by an escorting adult. Minors (under age 18) cannot sign for a child, nor can children sign for themselves (this is illegal). If you wish for someone other than those persons listed on the emergency information to pick-up your child, please notify the school beforehand. This individual must present a valid photo ID before the child will be released to them. **Your child will not be released to any unauthorized person without parent written consent.**
2. WKA closes its doors at 6:30 p.m. After 6:30 p.m. there is a late pickup fee of $1.00 per minute/per child ($25.00 minimum PLUS $1.00 per minute and charged according to the school’s clock) due upon arrival. If your child has not been picked-up by 8:00 p.m., and we are unable to make contact, your child will be placed in the custody of local authorities.

**Tuition & Fees**

1. Tuition payments are due on the 1st of the month. After the 1st day of the month, payments are considered late and will be assessed a late fee of $35.00 each day until payment has been made.  Weekly Payments are due on Monday of each week. If we are closed on Monday for a holiday, your payment will be due the Friday prior to the week of the holiday.  If tuition payment is not paid within 3 business days, your child will be administratively withdrawn and will not be reinstated until all balances incurred have been paid. **Registration, Supply & Tuition Fees are NON-REFUNDABLE.**
2. Winn Kids Academy only accepts credit cards and/or money orders.
3. **WKA does not extend absentee credit.** Regular monthly tuition will be assessed regardless of absences, holidays or other circumstances. Private schools must do this because we are not subsidized by any public funding and the teacher’s salary and operating expenses are on-going. After school will be charged an additional $10.00 per/day fee to attend WKA all day on special days (holidays, bad weather days, teachers in-service etc.
4. WKA requires a two-week notice before any child can be withdrawn from the Academy. Two week payments can be made in lieu of attendance if parents so request.
5. Monthly tuition is set based on the age of the child at the time of enrollment. Children whose ages change during the school year are to remain in the class they are enrolled in until the end of the year. Space limitations do not allow for middle of the year transitions. Fee changes will occur once yearly (June).

**Illness & Medications**

1. In accordance with the State of Texas Licensing regulations, we must have your child’s completed set of immunization records and emergency contacts prior to enrollment. In order to protect all children enrolled, you child must be kept home if he/she exhibits any of the following:

* An oral temperature of over 100 degrees
* Intestinal disturbance accompanied by diarrhea or vomiting
* Any undiagnosed rash
* Sore or discharging eyes or ears or profuse nasal discharge

If your child is sent home from school ill, we ask that he/she not return until 24 hours after the symptoms have diminished. You will be required to show proof (doctor’s statement) that your child is non-contagious and is physically fit to participate in the program. You child WILL NOT be allowed to return to school without a doctor’s statement. If your child should become infected with a contagious disease, please notify the school immediately.

1. All medications must be signed-in with the school office daily. Medications should not be left in the classroom or a child’s backpack. WKA will administer prescription medications as directed by a licensed physician. Medications must be presented in its original container with a label attached bearing the child’s name, current date, time of and required dosage, number of days to be administered as well as pharmacy name. Over the counter medications (such as diaper rash ointment, suntan lotion, etc.) will be administered and treated with the same caution as prescription drugs. For these medications we will follow directions provided on the manufacturer’s label. **Breathing treatments and injections will not be administered.** Please make sure all containers are clearly labeled with the child’s name.
2. If your child requires emergency medical attention, we will contact 911 immediately. Once we have contacted 911, we will ensure that the child is comfortable until they have arrived. We will then notify you the parent at the phone numbers listed on the child’s enrollment information. If the parent cannot be contacted, the person listed on the Emergency information on the enrollment form will be contacted. If we cannot get in contact with any adult in authority, school personnel, (Director) will remain with the child until someone is contacted.
3. Each child is required by law to have up-dated immunization on file with their school. No child will be admitted without proper immunizations. A copy of the shot record must be submitted with the enrollment form. At the present time Tuberculin Testing is not required in Harris County.
4. If your child is 4 years old and older they are required to have a Hearing & Vision Screening. You may elect to have this completed by your child’s physician or you may allow your child to be screened at the school.

**Daily Requirements**

1. Each child is required to have an afternoon rest period/nap as required by state law (2 hours)
2. Each child is required to have a change of clothing in the event of emergencies.
3. Children are not permitted to bring personal items (toys, etc.) to school. WKA will not be responsible for the loss of or damage to personal items.
4. Children are required to wear uniforms Monday through Thursday. Friday is a casual day and children may wear casual clothing. **AT NO TIME** are children allowed to wear sandals, t-shirts with profane language, or clothing that reveals body parts.
5. Discipline and guidance at WKA are consistent and based on individual needs and development. Corporal punishment is never permitted. Supervised “time-out” will be implemented as the need arises. Parents will be notified if a child has experienced challenges throughout the day (**see Discipline Management Plan**).
6. For sanitary purposes, children must bring their own mats. Mats and blankets must be taken home on Fridays and returned on Mondays. Please do not send sleeping bags. Please label your child’s mat and blanket.

**Transportation**

WKA provides transportation for field trips only. Children ages 2 (potty trained) and over can be transported via WKA buses with parental permission. Children age 2 (potty trained) must provide car seats in order to be transported. However, all children must sign a Parent Permission Form and Waiver of Liability and Release Form in order for them to be transported. Parents will be notified in advance of the field trip.

**Field Trips**

Children ages 5 (potty trained) and over will be allowed to attend field trips. Parents will be notified of when and where their child will be going and when the child is expected to return to the school. The school will post the field trip notification 48 hours in advance of the field trip. Fieldtrip notices will be posted on the child’s classroom door as well as the front door of the school. Parents will be required to sign a permission form for their child to attend the field trip. Parents are always welcome to accompany their child’s class on any field trip.

**Water Activities**

WKA will provide wading pools for summer activities only. Children ages’ 12 months - 3 years will be allowed to participate in wading pool activities with parental permission only. Pools are placed in the play-yard.

**Animals**

WKA does not allow animals of any kind in the classrooms. However, we will allow the Zoo Mobile to bring animals in for special activities.

**Meals and Food Service Practices**

1. WKA has its own in-house food service. The food is prepared daily in a kitchen that has been inspected by the Health Department. WKA provides Breakfast between 7:00 a.m. - 7:45 a.m., Lunch between 11:00 a.m. - 12:00 p.m. and two snacks daily. Menus are posted and distributed to parents monthly. WKA follows nutritional and serving guidelines outlined in the Minimum Standards Guide.
2. WKA asks that if your child is allergic to certain food items that you list those items on the enrollment information. We also ask that you give a written copy of those items to your child’s teacher.
3. If your child is a picky eater, WKA asks that you provide meals for your child to ensure that he/she is receiving a nutritional meal throughout the day.

**Transitions**

We do recognize that some children will change ages during the school year. However, it is WKA’s policy to not transition children in the middle of the year.

**After-School Care**

1. WKA offers before and after school care for children ages 5-12. Currently WKA services children

at the following elementary schools; (Winship).

1. WKA will take your child to school and pick them up in the evening. Once your child is at WKA, a snack will be offered and children will be allowed to begin a homework tutorial.
2. The before school bus leaves the center at 7:10 a.m. each morning to take your child to school. Because of safety laws, once the bus begins to roll, it is not allowed to stop and pick-up late-comers. Children are picked-up in the afternoon between 3:00 p.m. and 3:30 p.m. each day.
3. If your child is absent from school, **we ask that you inform the center in advance**. If a child is left at school because he/she did not report to the after school in a timely manner, it will be the responsibility of the parent to pick-up that child. If the teacher on duty has no information on the student, the bus driver will depart from the school. WKA bus drivers are on a schedule and are not allowed to leave the bus and/or children unattended at no time to search for children. It is the responsibility of the parent to make sure the Center is aware of any changes with the child for that given day.
4. Children who display continuous behavior problems will be suspended from the after school program for a period of 2 days.
5. Parents must make sure that children are signed in and out each day. Children are not allowed to sign themselves in and out, and must be accompanied by an adult (18 years or older).

**Administrative Concerns**

1. To discuss concerns or address questions regarding policies and procedures, parents are asked to see the school principal. If there are continued concerns, parents are asked to make an appointment with the Administrator of Schools. Policies and procedures are reviewed with all new and prospective parents upon enrollment.
2. Parents are always welcome to visit his/her child’s classroom at any time. We do ask that the parent

Inform the school office prior to having lunch with their child. This will assist us with ensuring that there is adequate food available for the parent if they so choose.

1. Parents are always welcome to participate in school activities including field trips, special events, and other special activities. We ask that those parents participating please sign-up with their child’s teacher letting us know when you will participate and during what times.
2. WKA is governed by the Texas Department of Protective and Regulatory Services Child-Care Licensing Division. In order to operate in the State of Texas, we must follow the Minimum Standards Guide for Child Care Centers and Private Schools. This guide is located in the WKA office and available for review. Parents are welcome to review this guide at any time, however, we ask that the guide remain in the office. It cannot be removed from the office.
3. Also, each year WKA is inspected by Child-Care Licensing. The result of that inspection is posted on the Parents Board and is available for review at all times.
4. At this time, WKA employees are exempt from required vaccines.
5. If a parent has questions and/or concerns regarding how this facility operates, they may contact the local licensing office at 713-287-3238. If a parent suspects that their child has been abused while in care at WKA, they may contact the PRS Child Abuse Hotline at 800-252-5400. You can also download additional information regarding PRS at <https://hhs.texas.gov>
6. Photos of children will be kept on file for identification purposes and media only. Parents may opt out at anytime.
7. These policies are subject to change in whole or in part by Winn Kids Academy upon one week’s notice. Any changes to the policies will be posted and sent to the parents through a MEMO.

***Children are admitted to Winn Kids Academy as space requirements permit without regard to race, color, sex, age, handicap, religion, or national origin.***

Revised 01/03/22

WKA Policies & Procedures

**Affidavit of Receipt**

I,   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read the policies and procedures for Winn Kids Academy Daycare. I agree to adhere to all policies set by this institution to ensure that my child will receive quality care and instruction with excellence.

**Parent Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Winn Kids Academy

School Supply list

 Change of clothing (2 sets)

 Diapers and or/ Pull ups

-Blankets for nap time (Parent must take home on Friday to clean)

-Box of baby wipes

-Hand sanitizer (for age 2 and up)

-Construction paper

These items are due once per year except change of clothes and diapers and wipes are given as needed.

At enrollment parents will be given a handbook.

For questions, please contact the school director.

Mrs. Chandra George