



## Rules and Policies

**General:** Our Kids Place reserves the right to terminate the enrollment of any child who is unable to adjust to the Center's program. Our Kids Place may terminate this Enrollment Agreement at any time upon written notice.

**Absence/Lateness:** School begins at 8:30 AM. Good attendance is directly related to students' school performance. Tardiness is disruptive to the orderly operations of Our Kids Place. If there is an unforeseen event and a student must be late, please notify the office. Students may not come in later than 9:30 AM for 3K & Pre-K Classes and 10:30 AM for Pre-School and Nursery Classes. All children should be in attendance and on time each day unless they are ill. If a student is out for more than three consecutive days, a doctor's note stating the student can return to school is required.

**Pick-Up:** The parents/guardians whose names appear on the first page of the Enrollment Agreement acknowledge and understand that Our Kids Place MUST receive proper authorization to release a child to individuals NOT listed on the Enrollment Agreement. Impromptu pick up authorizations will not be accepted over the telephone. A written document or email will be accepted. Between 1:00 pm- 2:45 pm, parents cannot pick up students as we are preparing for dismissal.

**Tuition:** Tuition is due by the first of every month. A \$45.00 late fee is applicable after the fifth of the month. **NO PERSONAL CHECKS!** Registration fees are non-refundable. If the tuition balance goes into a new month, an additional \$75.00 fee will be charged. We accept credit cards (Visa and MasterCard), and cash or money orders. We do not split credit card payments. We do not accept any rewards credit cards. Children attending the program for three or more weeks are required to pay the full monthly fee. Children attending the program for three days, or more are required to pay the weekly fee.

The parents/guardians whose names appear on the first page of the enrollment agreement acknowledge and agree that they shall be held liable for all costs incurred by Our Kids Place arising from or relating to the collection of Tuition, Late Fees, and/ or Service Charges which are not paid as specified in this Enrollment Agreement.

**Hours of Operation:** Our Kids Place hours of operation are Monday through Friday, 7:00 a.m. to 6:00 p.m. Children left after hours will be charged a late fee of \$1.00 per minute. We will be closed for certain holidays, staff development days, and possibly inclement weather. Please



review this year's school calendar for such days. Any closings for inclement weather will be communicated through emails, Facebook, and our ClassDojo text messages.

**Medical Forms:** The Department of Health requires each child to have a completed medical form on file upon enrollment in school or daycare. This form must be updated yearly. Failure to comply will result in a temporary suspension of your child until we receive an updated medical form. Please have your child's doctor fill out all medical forms and return them as promptly as possible to the school. All immunizations must be up to date. As per NYC DOHMH, children are not permitted to attend school without immunizations.

**Medicines/Illnesses:** If sometime during the school year your child becomes ill, please consider the following points when determining whether your child should attend school. You should not send your child to school if he/ she has any of the following symptoms:

- Fever of 100.0 or more. The temperature should be normal for 24 hours before the child returns to school.
- Severe coughing or trouble breathing
- Thick nasal discharge
- Conjunctivitis (Pink Eye)
- Unusual spots or rashes
- Infected skin patches
- Diarrhea or vomiting. The child must be well for 24 hours before returning to school.
- Headache
- Stiff neck
- Sore throat or trouble swallowing

If your child develops any of the above symptoms while in school, we will contact you to pick up your child. Your child will **need to stay home for 24 hours** before returning to school. If your child is sick and cannot attend school, it will be important for you to consult with your doctor. **Please inform the school if the doctor makes a diagnosis or if your child is on any kind of medication. If your child is out for more than three consecutive days, you will need to provide a doctor's note before your child returns to school. Any child who suffers from seizures should notify the director at the time of enrollment.**

In addition to the above, OCFS requires that you notify us within 24 hours of any absence due to: chicken pox, conjunctivitis, diarrhea, diphtheria, food poisoning, hepatitis, Hemophilus influenza



type B infection, impetigo, measles, meningitis (all types), meningococcal disease, methicillin-resistant staphylococcus aureus (MRSA), mumps, pertussis (whooping cough), poliomyelitis, rubella (German measles), salmonella, scarlet fever, tuberculosis, or any other disease or condition which may be a danger to the health of other children. Such disease or condition shall not include acquired immune deficiency syndrome (AIDS) or human immunodeficiency virus (HIV) infection.

**Medicine can be admitted only with written consent (MAT FORM) and approval by our Educational Director.**

**General Hygiene:** Children's hygiene must be maintained before attending school daily (nails trimmed, and hair combed). Student hair must be pulled back and neatly styled. **ABSOLUTELY NO HAIR BEADS, NECKLACES/CHAINS OR BRACELETS!**

**Uniforms:** Uniforms are a MUST four days a week. Each child should wear a light blue top and a dark blue bottom. Elastic waist pants are preferred. **NO BELTS PLEASE!** This is to allow your child to use the bathroom easily. Children four years of age and under are required to wear Velcro shoes. On your child's assigned gym day, your child is considered prepared when they are equipped with an Our Kids Place sweat suit or Our Kids Place t-shirt (This can be purchased in the office) with sneakers. You are responsible for labeling all clothing, wipes, diapers, jackets, hats, etc.

Children should wear comfortable clothing that can be laundered. Our curriculum encourages learning through exploration. The children will be playing with messy materials such as paint, clay, and sand. Although we use smocks for every child, there are occasions when clothing may not be completely protected.

We encourage our children to put on and take off their clothing. Self-esteem comes from a growing sense of accomplishment. Fancy buckles, snaps, and buttons are difficult for little fingers to manage. Please help your child to succeed by dressing him/ her in clothing that he/ she will be able to put on and remove by him/ herself.

All blankets and outer clothing (such as coats, sweaters, hats, shoes, boots, etc.) must be marked with the child's name. (We have many children enrolled and they all wear virtually the same size.)

Children should dress according to the weather. We go outside whenever the temperature is above 26° F and the weather is pleasant.



**Communication:** We have many different lines of communication we use in the event of an update or change in school activities, or the case of an emergency, ex: school closings due to snow. The lines of communication are:

- Email- If you do not receive any emails at the moment, send an email to [contact@ourkidsplacecares.com](mailto:contact@ourkidsplacecares.com) with your name and your child's name. We will add you to our email list.
- Class Dojo - Class
- Facebook- Our Kids Place Rosedale
- Instagram- @ourkidsplace
- The school website is under the 'News' tab. Help us to keep you informed by using at least three of the five lines of communication that we offer.

**Jewelry/Toys/Personal Items:** **NO** excessive jewelry, (hoops, large bracelets, necklaces/chains, and rings) toys, or personal objects are to be brought to school, unless for a designated purpose. **OKP is not responsible for any lost or broken jewelry, toys, or personal items.**

**Meals:** Breakfast begins at 8:00 a.m. and ends promptly at 8:30 a.m. If you wish for your children to have breakfast, **they must be here on time.** Lunch and snacks are also served to each child. Providing your child does not have severe allergies and you have completed the CACFP Income Eligibility Form, he/ she will participate in the food program. Menus are posted in the lobby area of the school and emailed to our families monthly. If a child has severe allergies, you will be responsible to bring in all three meals for your child each day. You should also provide something non-perishable (so we can store it here) that your child can eat in the event of a birthday party. (Ice pops are popular) Note, that we are a nut-free school.

**Birthday Parties:** If you wish to have a party for your child, please notify the office and your child's teacher at least one week in advance. Parents are responsible for supplying all food (cakes, chips, sodas, etc.) and party goods. All food must be store-bought with the food label. Goody bags can be given to the class but **MUST NOT** contain any food items. (Chips, Juice, or Candy) All parents are required to assist staff members during their child's party, as well as with clean-up. Time is decided by the classroom teacher. Typically, parties are held in the afternoon.

**Parental Responsibilities:**

- Parents should inform the teacher or director of events that may have happened at home that could excite or worry the child during the day, such as moving into a new home, a death in the



family, the absence of a parent, etc.

- **Parents must bring the child into the building and to the designated classroom. Children must NEVER be left unattended in the building. This includes walking to and from the classroom.**

- Parents must speak to the teacher to let him/ her know when they are taking a child from the classroom or playground. Each child must be signed out by a person authorized to pick up the child. Please use your first and last name when signing.

- **The name of the person picking your child up is recorded. Your child will not be released to anyone other than the persons you have on our list unless we have directions from you in writing to do so. Keep your pick-up list and emergency numbers up to date. If someone new is picking up, please send us something in writing and signed by you.**

- **Parents must notify the center immediately of any change of address, phone number, or place of business. In the event of an emergency, we will need to contact you.**

- All parents/guardians agree that should their child or children be subject to an executed, the court approved custody, separation, or another form of legally enforceable agreement determining the custodial status of such child or children, MUST provide copies of all such agreements to Our Kids Place, and shall provide to Our Kids Place any changes, amendments, and updates to such agreements.

- **Children must come to school with one complete change of clothing (extra pants, shirt, underwear, socks, and sweater). Accidents happen. Please replace this spare clothing as needed. Please launder any center clothing that has been loaned to your child and return it promptly.**

**Universal Pre-Kindergarten (UPK):** This program is offered (Free) for students who reside in one of the five boroughs and are born in the specified year. UPK hours are 8:30 am – 2:50 pm. Students can arrive by 8:00 am. Breakfast for UPK students is served from 8:00 am to 8:30 am. Students are dismissed at 2:50 pm. **All UPK students who are not participating in Extended Day Care must be picked up by 3:00 pm SHARP.**

**UPK Extended Day:** Students participating in Full Time Extended Day Care can attend OKP from 7:00 am to 6:00 pm as well as weekdays UPK is closed (Ex: Eid Al-Adha, Election Day, etc..) and OKP is open. Students enrolled in Extended Day Care benefit from additional



academic instruction and more individualized attention. Those who participate in AM or PM Extended Day only are not allowed to attend on days UPK is closed but OKP is open.

**3K for All (3K):** This program is offered (Free) for students who reside in one of the five boroughs and are born in the specified year. 3K hours are 8:30 am – 2:50 pm. Students can arrive by 8:00 am. Breakfast for UPK students is served from 8:00 am to 8:30 am. Students are dismissed at 2:50 pm. **All 3K students who are not participating in Extended Day Care must be picked up by 3:00 pm SHARP.**

**3K Extended Day:** Students participating Full Time Extended Day Care can attend OKP from 7:00 am to 6:00 pm as well on weekdays 3K is closed (Ex: Eid Al-Adha, Election Day, etc..) and OKP is open. Students enrolled in Extended Day Care benefit from additional academic instruction and more individualized attention. Those who participate in AM or PM Extended Day only are not allowed to attend on days 3K is closed but OKP is open.

**Safety:** Parents are responsible for their children’s safety during pick-up and drop-off. When arriving and departing from the school street, vehicles should not exceed five miles per hour. At no time should a student of OKP be left unattended on the school sidewalk. **Do not park on the wrong side of the road during arrival and dismissal. Also, do not block our neighbor’s driveways. Your car will be towed.**

**Staff:** Our Kids Place Country Day is administered by a professional staff which includes the Executive Director, Educational Director, Office Administrator, Certified Teachers, Teacher Assistants, Office staff, and Maintenance staff.

Our Kids Place Country Day is licensed by the Office of Children and Families Services and the Department of Health and Mental Hygiene.