

The Kids Zone



13815 Spelling Ct

Reno, Nevada 89521

775-852-3522

KIDS ZONE ENROLLMENT REQUEST

Policies and Rules

GENERAL REGISTRATION INFORMATION:

A registration form must be completed prior to attending any program. Inform The Kids Zone personnel of any information changes. **Registration is limited.**

PAYMENT POLICY:

Payments may be made on site **during the program hours**. Payments may be made by check only, payable to **The Kids Zone**. Payments are due on Friday before the week attending the program. **No credits for missed, sick, or suspended days**. Credits will not be given if attendance dates are changed. Program fees are not prorated for unused classes. Drop-In must be paid the same day. Delinquent accounts must be paid in full for participation to continue. Failure to pay on time will result in termination of service. A \$25.00 fee will be applied to all returned checks.

DROP OFF POLICY:

All children must be escorted into the building and signed into the program every morning. The Kids Zone is not responsible for the participant until the parent/guardian signs the child in each morning. No staff will be available to accept the responsibility for a child prior to 7:00 a.m.

PICK UP POLICY:

All children must be signed out and picture identification checked of the person signing the child out, daily. Parents must have all people authorized to pick up their child on record. A child will only be released to the parent or approved individual upon sign-out and identification check. All requests to add to your pick up list must be done in writing in person with one of the directors on staff at the program. We will not accept phone requests for additional names for safety reasons. **All children must be picked up by 6:00 p.m. A late fee of ONE DOLLAR PER MINUTE for each child left will be assessed after 6:00 p.m. and the emergency phone numbers will be contacted if a child is left past that time.** If no one can be contacted at the emergency numbers the Washoe County Sheriffs Department will be contacted to pick up the child.

MEDICATIONS:

Staff will not administer or distribute any medication at any time without approval by a director.

DISCIPLINE POLICY:

The Kids Zone provides a safe, positive, and recreational atmosphere. A discipline problem is defined as one in which a child is hampering the flow of the program. This includes inflicting physical or emotional harm on others, physically or verbally abusing staff; or is otherwise unable to follow program rules and guidelines. In order to guarantee all children a positive experience inappropriate behavior will not be allowed. Examples include but are not limited to: abusive language/inappropriate gestures, fighting/assault, disrespect of staff or property, stealing and/or other disruptive and outrageous behaviors. **Parents will be held liable for any damage done to school property by their child.** If there are discipline problems that cannot be resolved at the staff level a discipline report will be given to the parent. Three discipline reports will result in the child being suspended for three days. A conference must occur between the program directors, child, and parents for the child to return. If the disruptive behavior continues the child may be permanently removed from the program.