

KKAPVA FEEs Performing Arts Academy Enrollment

As part of our Performing Arts Academy program, all families enrolling their child agree to the following participation requirements:

Fee	Due Dates	Amount
Registration	August Only	\$40
Supply	August & January	\$40
Performance (Juniors/ Seniors)	August Only	\$65

Performance Costume Fee

A **non-refundable annual Performing Arts Costume Fee of \$65 per child** is required by the last day of August of each school year. This fee helps cover the cost of performance costumes and related materials used throughout the school year. This will include all black attire: long sleeves, short sleeves & pants or tights with our school logo. Juniors , Seniors & College Crew ONLY

Early Closure on Performance Days

Parents acknowledge and agree that the academy will **close as early as 3:00 p.m. on scheduled performance days** to allow staff and students adequate time to prepare for performances. Families are responsible for arranging prompt pickup by 3:00 p.m. on these dates. Performance schedules will be communicated in advance whenever possible.

Family Volunteer Commitment

Our performances are an important part of the academy experience and rely on family support. Each enrolled family agrees to **volunteer at a minimum of two (2) performances during each school year**. Volunteer opportunities may include, but are not limited to:

- Assisting with setup and cleanup
- Greeting guests and ushering
- Costume and backstage assistance
- Ticket sales or check-in
- Decorating or event support
- Other duties as assigned by the academy

Volunteer assignments will be scheduled in advance, and families will have opportunities to select available dates whenever possible.

By enrolling their child in the Performing Arts Academy, parents and guardians acknowledge that they have read, understood, and agree to comply with these participation requirements. These commitments help ensure successful performances and provide meaningful experiences for all students.



Parent Print _____ Signature _____ Date _____

KKAPVA POLICY – Tardy Drop-off & Pick-up

Dear Parents and Guardians,

At our preschool, the safety and well-being of every child is our highest priority. We are committed to providing a nurturing, respectful, and secure environment

Purpose

To ensure smooth daily operations, maintain staff schedules, and provide the best care for all children, we have established the following late drop-off and late pick-up guidelines.

Late Drop-Off Policy

- **Drop-off Window:** Children should arrive between **6:30AM** and **8:30AM**.
- **Late Drop-Off Fee:** Arrivals after the cut-off time will incur a **\$5** fee per child.
- **Child Doctor/Dentist Appointments:** If a child has an appointment and documentation, a fee will NOT be assessed.
- **Notice Requirement:** If you anticipate being late, please notify us as soon as possible. Frequent late arrivals may result in a review of your enrollment status.

Late Pick-Up Policy

- **Pick-up Time:** All children must be picked up by **5:30pm**
- **Grace Period:** No grace period is allowed.
- **Late Pick-Up Fee:** A fee of **\$1 per minute per child** will be charged. The admin team will send you payment information on how to pay the staff that had to stay late.
- **Emergency Situations:** We understand emergencies happen—please call us immediately if you will be late. Repeated late pick-ups may lead to suspension or termination of services.

Payment of Fees

- Late fees will be immediately – directly to the staff that had stayed late. **Payment due immediately.**
- Unpaid late fees may result in temporary suspension of childcare services.

5. Acknowledgment

All families must sign the **Late Drop-Off & Pick-Up Agreement** upon enrollment to confirm understanding and acceptance of this policy.

💡 **Tip for Parents:** Arriving on time helps your child settle into the day's activities and ensures our staff can give every child the attention they deserve.

Parent Print _____ Signature _____ Date _____

KKAPVA POLICY: Child Nutrition

To help provide a safe, healthy, and consistent environment for all children, our childcare center does not allow outside food or beverages to be brought into the school.

All meals and snacks served during the day are provided by the school or must follow the center's approved meal guidelines, when applicable. This policy helps us:

- Protect children with food allergies and dietary restrictions.
- Maintain food safety and sanitation standards.
- Ensure all children receive consistent, nutritious meals and snacks.
- Minimize disruptions during meal and snack times.

Exceptions

Outside food may be permitted only for special occasions, including:

- Birthdays
- Recognized holidays
- Classroom celebrations or special events approved by the center

All food brought for these occasions must:

- Be approved by the director or administration in advance.
- Be commercially prepared and in its original, unopened packaging with ingredient labels visible.
- Comply with the center's allergy and food safety policies.

Homemade foods will not be accepted for classroom celebrations.

Parents who wish to celebrate a special occasion should contact the center in advance to plan. The school reserves the right to decline any food items that do not meet health, safety, or allergy guidelines.

We appreciate your cooperation in helping us provide a safe and healthy environment for every child.

Parent Print _____

Parent Signature _____ Date _____

KKAPVA POLICY – Naptime

To ensure a calm, safe, and restful environment for all children, our center follows the guidelines below:

Naptime Schedule

Naptime is from 12:00 PM to 3:00 PM daily.

No drop-offs are permitted during this time to minimize disruptions.

Bedding Requirements

Each child must have:

One small, lightweight blanket (no bulky blankets).

One fitted sheet for their assigned cot.

Pillows are not allowed for safety reasons.

Cleaning & Hygiene

Parents must wash the blanket and sheet every Friday.

Clean bedding should be returned on Monday morning for the new week.

Storage & Labeling

All bedding must be labeled with the child's name.

Bedding will be stored in each child's cubby or designated storage bag during the week.

Comfort & Safety

Children may bring a small comfort item (e.g., a soft toy) if it does not interfere with rest time.

Staff will ensure all bedding is used safely and appropriately.

Leaving Early

If your student needs to leave early for any reason, please let us know ahead of time so we can make sure they are ready at the designated time. We will ensure they are dry (if in pampers) or that they use the bathroom before you arrive. If you plan to get them during naptime and then something happens that prevents you from coming, please let us know so the child may continue their normal rest period.



Parent Print _____ Signature _____ Date _____

KKAPVA POLICY - Student Suspension & Expulsion

Dear Parents and Guardians,

At our preschool, the safety and well-being of every child is our highest priority. We are committed to providing a nurturing, respectful, and secure environment where all children can learn and grow together.

As part of this commitment, we maintain a **STRICT NO BITING, NO KICKING, NO HITTING & NO PHYSICAL HARM TO STUDENTS OR TEACHERS policy**.

Hitting, Kicking & Biting are a behavior that can sometimes occur in young children as they are still developing communication and social skills. While we understand that this can be a normal phase of development, it is not acceptable in our program due to the potential for injury and emotional distress to others.

Our approach includes:

- **Prevention:** Teachers closely supervise children and watch for signs of frustration or overstimulation that may lead to physical harm.
- **Guidance:** We help children learn appropriate ways to express their needs, such as using words, asking for help, or practicing turn-taking.
- **Immediate Response:** If hitting, kicking or biting incident occurs, staff will intervene right away to ensure safety, comfort the child who was injured, and address the behavior with the child who put in harms way. The child that initiates the harmful behavior to another student or teacher will be sent home immediately (suspension) for that day or the next day. (Determined based on the time of the occurrence.)
- **Communication:** Parents of both children involved will be notified. However, confidentiality will always be maintained.
- **Support Plans:** If biting becomes repeated behavior, we will work closely with the family to create a consistent plan to address and correct it.

We ask for your partnership in reinforcing positive behavior at home by encouraging your child to use words to express feelings and needs. If the action continues, suspension days may increase. During this time of suspension, the parent(s) are strongly encouraged to discuss with their child: issues of biting, self-control & healthy ways to communicate and express themselves.

Note: It is important for the child to have a consequence that they can understand.

Examples:

- Loss of screen time (phone, tv, tablet) , Loss of a treat (ice cream, cake... Fast Food) , Loss of favorite toy

This will help them understand (at their level) that there are consequences to all actions: positive and negative.

If you have any questions or concerns, please feel free to reach out to us. Together, we can support your child in developing safe and respectful interactions.

Thank you for your understanding and cooperation.

Sincerely,

NO BITING, NO KICKING, NO HITTING & NO PHYSICAL HARM TO STUDENTS OR TEACHERS POLICY.
SCHOOL & PARENT AGREEMENT

I fully understand that a policy has been put in place to protect my child(ren), other children & the staff at KKAPVA.

I understand that if my child is involved in harmful behaviors (Hitting, Kicking, biting & other physically or mentally harmful behaviors) they will be sent home immediately.

If I have other questions I know I can contact administration at any time – 469.921.0399 or 469.643.5598

Parent Print _____ Signature _____ Date _____