

KINGDOM KIDS ACADEMY

DROP-IN CHILDCARE APPLICATION & PARENT RULES AGREEMENT

“Leaping into learning, one hop at a time”

DROP-IN CHILDCARE INFORMATION

Child's Name: _____ Date of Birth: _____ Age: _____

Parents/Guardians Name: _____

Phone Number(s): _____

Email(s): _____

Emergency Contact: _____ Emergency #: _____

Emergency Contact: _____ Emergency #: _____

Allergies/Medical Conditions: _____

Authorized Persons Allowed to Pick Up Child:

1. _____
2. _____

KINGDOM KIDS ACADEMY DROP IN POLICIES

DROP-IN CHILDCARE RULES & POLICIES

At **Kingdom Kids Academy**, the safety, health, well-being, and positive development of every child are our highest priorities. The following rules apply to all children and families utilizing our drop-in childcare services. By signing this agreement, parents/guardians acknowledge that they have read, understand, and agree to follow these policies.

1. HOURS OF OPERATION

Kingdom Kids Academy is open: Monday – Friday: 630am -530pm

Drop-in care is available only during our designated operating hours.

2. LATE PICK-UP POLICY

Kingdom Kids Academy does NOT offer a grace period for pick-up.

Children must be picked up **no later than our posted closing time – 5:30pm.**

Parents/guardians are responsible for making arrangements to ensure that their child is picked up on time.

Repeated late pick-ups may result in additional fees and/or loss of drop-in childcare privileges. Children may only be released to individuals who are authorized by the parent/guardian and who meet the center's identification requirements.

- **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.

Payment of Late Pick-Up Fees

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

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.

3. PAYMENT POLICY

PAYMENT MUST BE MADE BEFORE CARE

- **All drop-in childcare payments must be paid IN FULL before childcare begins.**
- A child will **not be accepted for drop-in care until payment has been received and confirmed.**
- There will be no exceptions unless specifically approved by Kingdom Kids Academy administration.
- **No payment = No drop-in care.**
- Drop-in childcare is based on availability and is not guaranteed until payment has been received if room is available.

4. DROP-OFF POLICY

Parents/guardians must sign their child in upon arrival and provide any required information regarding the child's health, allergies, medications, or special needs. (Using our PLAYGROUND APP)

Late Drop-Off Policy

- **Drop-off Window:** Children should arrive between **6:30AM** and **8:30AM**. (SUMMER 9:30AM)
- **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.

NO DROP-OFFS DURING NAP/REST TIME

- Kingdom Kids Academy does **NOT** allow drop-offs during scheduled nap/rest time.
- **Nap/Rest Time:** 12:00 noon – 3:00pm
- Parents must plan their child's arrival outside of this designated time.

This policy allows us to protect the children's rest period and maintain a calm, safe environment. Texas child-care rules recognize the importance of supervised nap/rest periods for children who meet the applicable requirements.



4. FOOD POLICY

Kingdom Kids Academy follows its established meal and snack schedule.

NO OUTSIDE FOOD

Outside food is NOT permitted for:

- Breakfast
- Lunch
- Afternoon snack

Parents should **not send outside meals, fast food, restaurant food, candy, chips, or other food items** for their child unless specifically authorized by the administration for an approved medical, allergy, or dietary accommodation.

Kingdom Kids Academy will provide food according to the center's established meal and snack program.

Parents should notify the center of all food allergies and medically necessary dietary restrictions.

Child-care centers have requirements concerning meal and food-service practices, including meal/snack schedules and food allergies.

5. NO FIGHTING, BITING OR AGGRESSIVE BEHAVIOR

Kingdom Kids Academy has a **STRICT NO-FIGHTING, NO-BITING, AND NO-AGGRESSIVE-BEHAVIOR POLICY**.

The following behaviors are prohibited:

- ☐ Hitting
- ☐ Kicking
- ☐ Biting
- ☐ Punching
- ☐ Pushing
- ☐ Pinching
- ☐ Scratching
- ☐ Spitting
- ☐ Throwing objects at another person
- ☐ Fighting
- ☐ Threatening another child or staff member
- ☐ Intentionally hurting another person
- ☐ Repeated aggressive behavior

Children are expected to use **safe hands, safe feet, and appropriate words** when interacting with others.

Staff will respond to inappropriate behavior in accordance with Kingdom Kids Academy's discipline and guidance policies and applicable child-care requirements.

6. AGGRESSIVE BEHAVIOR CONSEQUENCES

If a child engages in fighting, biting, or serious aggressive behavior, the parent/guardian may be contacted immediately.

Depending on the severity and circumstances of the behavior:

1st Incident:

Parent/guardian may be contacted and the incident documented.

Serious or Repeated Incident:

Parent/guardian may be required to pick up the child immediately.

Continued Aggressive Behavior:

Kingdom Kids Academy may suspend or discontinue the child's eligibility for drop-in childcare.

Severe Behavior:

Immediate removal from care may be required when necessary to protect the safety of the child, other children, or staff.



7. RESPECTFUL BEHAVIOR

Children are expected to:

- Follow teacher instructions.
- Use respectful language.
- Keep their hands and feet to themselves.
- Respect classroom materials.
- Respect teachers and other children.
- Follow classroom safety rules.
- Use appropriate behavior when expressing frustration or anger.

Parents/guardians are also expected to communicate respectfully with Kingdom Kids Academy staff.

8. HEALTH & SAFETY

For the protection of all children, parents/guardians must notify Kingdom Kids Academy of any illness, contagious condition, allergy, medication, or medical concern that may affect the child's participation in care. Children who do not meet the center's health requirements may be unable to attend until they are eligible to return. Kingdom Kids Academy maintains written policies and procedures designed to support children's health and safety. Texas Child Care Regulation states that licensed operations are subject to minimum standards, rules, and laws governing childcare.

9. PARENT/GUARDIAN RESPONSIBILITY

Parents/guardians are responsible for:

- ☐ Providing accurate emergency contact information.
 - ☐ Keeping authorized pick-up information current.
 - ☐ Paying all childcare fees before care begins.
 - ☐ Picking up their child on time.
 - ☐ Following the no-outside-food policy.
 - ☐ Following the no-drop-off-during-nap policy.
 - ☐ Informing staff of allergies and medical needs.
 - ☐ Following all Kingdom Kids Academy policies.
 - ☐ Informing the center of any changes that may affect their child's care.
-

10. ACKNOWLEDGMENT & AGREEMENT

I acknowledge that I have received, read, and understand the **Kingdom Kids Academy Drop-In Childcare Application & Rules**.

I understand that:

- There is **NO grace period for pick-up**.
- Payment must be made **in full before drop-in care begins**.
- Outside food is not permitted for breakfast, lunch, or afternoon snack unless specifically approved.
- Drop-offs are not permitted during scheduled nap/rest time.
- Kingdom Kids Academy has a strict policy against fighting, biting, hitting, and aggressive behavior.
- Failure to follow these policies may result in immediate pick-up, suspension, or loss of drop-in childcare privileges.
- Additional policies contained in the Kingdom Kids Academy Parent Handbook also apply.

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

Kingdom Kids Academy Representative:

Date:

FOR OFFICE USE ONLY

Date Application Received: _____ **Payment Received: \$** _____

Payment Method: ☐ Zelle ☐ CashApp ☐ Online/ Playground ☐ Other _____

Childcare Date(s): _____

Drop-Off Time: _____ **Pick-Up Time:** _____

Staff Initials: _____ **Approved:** ☐ Yes ☐ No

Notes:

Kingdom Kids Academy reserves the right to update its policies as needed to maintain a safe, orderly, and nurturing childcare environment and to remain consistent with applicable licensing requirements.