



*Heavenly Kids*  
Preschool & Childcare Center



**VPK Wrap Around Agreement/All Day Students Only 2021-2022**

**Child's Full Name:** \_\_\_\_\_ **Enrollment Date:** \_\_\_\_\_

**Enrollment Forms:**

A proper enrollment form, a valid medical insurance card and a legal Birth Certificate must be submitted to the office on or before your child enters the Wrap Around program.

**Registration Fee: \$45.00** (non- refundable fee)    **Weekly Rate: \$100.00**

**Payment responsibility:**

**\*\* Weekly payments are always due one week in advance.**

***Tuition is due Thursday or Friday prior to start of that week. Students will not be accepted in wrap-around program Tuesday Morning if the tuition has not been paid!***

**You will be responsible for paying the full tuition whether you chose to use the facility or not. If you miss a week without prior notice, your child will be withdrawn and you will be required to pay a \$35.00 reinstatement fee.**

**(a). Holidays:**

The Pre-School is closed each year for major holidays. A list of these days will be provided with your enrollment information. **Although we are closed, you will be responsible for paying a full week of tuition.**

**(b). Extended Days:**

On days that the VPK classes are closed our extended day rates are as follows.

Monday through Friday **7:00a.m. to 6:00p.m.**

**Daily rate: \$30.00**

**Weekly rate \$105.00**

**\*\*You will be responsible for paying the full weekly tuition on partial weeks even if you decide not to use our facility for the days the County Schools are closed. (Christmas & Spring Break excluded)**

**Operating Hour and Late Fee:**

Heavenly Kids Pre-School opens at 7:00a.m. and closes promptly at 6:00p.m. Monday thru Friday. If your child is picked up after 6:00p.m, your account will be assessed an extra \$20.00. If your child has not been picked up by 6:15p.m, your account will be charged an additional \$1.00 each minute thereafter.

**Who is allowed to pick up your child?**

No child will be released to anyone not having proper I.D. On the enrollment form you should list everyone who has permission to remove your child from the Pre-School. A list of these persons is placed in each classroom. The attendant on duty will check this list. If the person name appears on your child's pick-up list he/she will be released, but only after proper I.D. is shown. If you need some one who is not on your list to pick up your child, you must send in a signed and dated note to that affect. Parents, you may also be required to show I.D. if the attendant on duty does not recognize you. **This is for your child's protection and is not meant as an inconvenience.**

**I have read carefully all of the above information. I understand and agree to the terms as stated. I have received a copy of this agreement and explanation of its contents.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Parent or Legal Guardian)



*Heavenly Kids*  
*Preschool & Childcare Center*  
 711 N Thacker Avenue  
 Kissimmee Fl 34741  
 (407) 870-7844



**VPK Attendance Supplement**

Our pre-K program begins promptly at 9:00a.m. and ends at 12:00p.m.

**If you are not part of our wrap around program, your child may be dropped off at 9:00a.m. and must be picked up at 12:00 p.m.** An early drop off or late pick up fee of **\$20.00** for every **10-minute** increment will be assessed to you for either of these occurrences. **Payment will be due at drop off the following day.**

Children, who do not attend on a regular basis, are routinely late, or leave the program early will be referred to the director for counseling. An effort to assist in improving attendance issues will be documented and inability to resolve the attendance problem may result in your child being dismissed from our program and referred to our governing agency.

**Chronic tardiness** is defined as late arrival or early departure more than three times per week. All VPK students must be in class no later than 9:00a.m. Students will not be accepted in school after 9:00a.m. without prior notice and or a doctor’s note.

**Chronic absenteeism** is defined as missing more than 5 days per month without a medical excuse or other reasonable explanation.

**Any child who does not attend class for 5 consecutive days without a medical excuse or other explanation or communication from the parent will be dropped from our program.**

Parents will be required to sign-off on the attendance record of their child at the end of each month and the record will remain in the center.

**Dress Policy**

**Children must be brought to school in the required uniform daily. Uniform items may be purchased at:**

***The Uniform Cottage 12 E. Darlington Ave. Kissimmee, Fl 34741.***

If the student arrives and is not dressed to code, the Administration reserves the right not to permit the student to stay for the day. All polo’s, t-shirts and uniform items are required to have the approved H.K.P logo. **Duplicated H.K.P. logo polo’s/t-shirt and uniform items are unacceptable). Shoes should cover and protect the feet and allow for safety in running and playing. All children must wear shoes or sneakers.**

**No floppy shoes, sandals, boots of any kind, or jellies are allowed.**

**\*Only approved HKP Polo’s, and bottoms, purchased through The Uniform Cottage are acceptable uniform attire.**

I have read and understand the attendance and dress policy.

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2021-2022 HKP SCHOOL CALENDAR

**Regular Hours of Operation: 7:00am-6:00pm**

<b>Month</b>	<b>Date</b>	<b>Day</b>	<b>Event</b>
August	9	Monday	First day of classes for all Pre-K students
	12	Thursday	First day of classes for VPK students
September	6	Monday	Labor Day No VPK Classes ( <b>Center Closed</b> )
November	11-12	Thursday & Friday	Teacher's Conference ( <b>Center Closed</b> )
	22-24	Mon - Wed	No VPK Classes
	25	Thursday	Thanksgiving Day ( <b>Center Closed</b> )
	26	Friday	Heavenly Kids Preschool ( <b>Center Closed</b> )
December	12	Sunday	Children's Program Presentation
	17	Friday	Last Day of Classes – Winter Break
	20-31	Mon-Fri	VPK Student Holiday
	24	Friday	Christmas Day ( <b>Center Closed</b> )
January	3	Monday	New Year's Day ( <b>Center Closed</b> )
	4	Tuesday	VPK Classes Resume – First Day
	17	Monday	Martin Luther King, Jr. Day ( <b>Center Closed</b> )
February	18	Friday	Rodeo Day ( <b>Center Closed</b> )
March	14-18	Mon-Fri	Mid-Semester Break No VPK Classes
April	15	Friday	Good Friday ( <b>Center Closed</b> )
May	26	Thursday	Last Day of Drop off/ Pick-up for After School
	26	Thursday	Last day of school /Childcare for Pre VPK students
	27	Thursday	VPK Graduation
May	27	Friday	<b>Center Closes @ 3:00pm</b>

### **Graduation Ceremony for VPK Students May 27, 2022 @ 10:30am**

**Listed below are days the center will be closed early:**

Thursday, December 23, 2021, **7:00am-3:00pm**

Thursday, December 31, 2021, **7:00am-3:00pm**

Friday, May 27, 2021, **7:00am-3:00pm**

**\*\*Sunday, December 12th, 2021, all students are required to participate in the morning service children's presentation program @ 10:15 a.m.-12:30 p.m.**

Accredited By FLOCS #4616



*Heavenly Kids*  
*Preschool & Childcare Center*



N Thacker Avenue  
 Kissimmee Fl 34741  
 (407) 870-7844

## VPK Only Program Agreement

I \_\_\_\_\_ have read and fully understand the early drop off and late pick up fees as stated in the VPK attendance Supplement.

I understand that any early/late fees **must be paid in cash before my child is allowed to enter the center again.** Failure to pay the early/late fee within 24 hours could result in your child being dropped from our VPK program.

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_



**FIRST DAY OF PRE-SCHOOL CHECKLIST**



1. Change of clothes, including shirt, pants, socks and undergarments to leave at Pre-School. **(Write names on all articles and place in a large ziploc bag with child's name on the outside of bag.)** Check with individual class for other supplies needed.
  
2. HRS Medical Forms needed:
  - a. Updated Shot Record on proper HRS form (Excluding School Age Children)
  - b. Updated Physical on proper HRS form (Excluding School Age Children)
  - c. Copy of Original Birth Certificate
  - d. Discipline Policy (signed and dated)
  - e. Holiday Schedule (signed and dated)
  - f. Heavenly Kids Pre-School Agreement (signed and dated)
  - g. Know Your Day Care Form (signed and dated)
  - h. Enrollment Form (All spaces must be filled in especially SS# & Enrollment Date)
  - i. Statement of Understanding (establishing that you have read & understand all paperwork, including all forms and Hand Book)
  - j. Heavenly Kids Pre-School Fees Agreement**K. Emergency Form must be signed & notarized.**
  
3. All Fees Paid:
  - a. Individual Program Registration Fee (K-2 thru School Age)
  - b. One Week Advance Tuition Fee
  
4. Review emergency information.
  
5. Remember to make all Pre-School payment every **Thursday** or **Friday** for the upcoming week. **You are to pay a week in advance every week.** If you pay bi-weekly you should pay two weeks in advance. If you choose to pay monthly, please see the Director for payment information. **PAYMENT IS ALWAYS IN ADVANCE.** **Students will not be accepted in the center Tuesday morning if your tuition has not been paid.**
  
6. For your convenience, medication forms are available in preschool office. No medication will be administered unless this form is completed and signed. Medication **will only be given 12:00p.m.** (around lunch time). If your child needs medication for more than one day, please make sure the beginning and ending date is on the form. Once the form is completed and signed, turn it in to the child's teacher along with the medication.
  
7. If you want someone to pick up your child who is not listed on the Enrollment Form, you must give the office staff advance notice in writing, signed and dated or you may call and speak with the administrative staff directly notifying them about the new pick-up person. This new pick-up person will not be added on the permanent list unless you specify.
  
8. If you have any question and/or concerns, please feel free to contact the office staff during office hours of 8:00am-5:00pm.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_