

**Taking Kidz Places**  
**11711 Shadow Creek Pkwy Suite 113**  
**Pearland, Texas 77584**

**TKP Parent Handbook Addendum:**

We thank you for choosing TKP as your Childcare Provider. As a participant in our program we have guidelines to keep the facility in compliance with the State of Texas, Texas Department of Family and Protective Services, as well as maintain revenue for Standard Operating Cost Including Staff Salaries. We ask for your cooperation in adhering to the following guidelines.

- Tuition is due promptly upon service. We accept credit/debit cards. **No cash, checks or money orders** will be accepted. We charge a processing fee **of \$3 for each credit card** transaction.
- If you are not enrolled full-time you are considered a drop in, thus space is not guaranteed. You **must** call ahead to make sure we have spots available.
- You are provided a Family Vacation Week after you have been with us **for six months and two weeks after one year**. This time can only be allotted in one week increments and **cannot** be divided among multiple days. Request for vacation time **must** be submitted in writing two weeks prior to vacation.
- If for some reason you are unsatisfied with our services, or if you decided to withdraw your child from our facility (moving, medical, work, or for personal reasons), please provide us with a **letter/ notice 15 days in advance** for us to process the withdrawal. Tuitions fees will remain affective until the 15 days are fully completed.
- If your child is sick or out of school for any duration, **your regular tuition is still due**. Unfortunately, we cannot make exceptions. Our staff is committed and responsible for maintaining a standard work schedule regardless of the number of students absent/present in the classroom.
- Standard hours of operation are Monday-Friday 4:00 a.m. - 11:00 p.m., Saturday 5:00 a.m. – 11:00 p.m. and Sunday 6:00 a.m. – 10:00p.m.
- Our days that the operation is closed is...New Year’s Day, MLK, Mother’s Day, Good Friday, Easter, Mother’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving / the day after, and Christmas / the day after. **We reserve the right to make adjustments as needed.**
- We provide all snacks and meals. Breakfast is served from 6-7:30 a.m. Lunch is served 10:30 a.m. – 11:30 p.m. There is **not** to be outside food brought in unless you remain with your child.
- Our rest time is very important for the development of the children. **We DO NOT drop off between 11:00 am to 2:00 pm. At 11:00 am THE DOOR WILL BE CLOSED, NO EXCEPTIONS.** Student/ratios are set prior to rest time and any deviations during this time can cause us to be deficient in the number of staff required to supervise children. As a result we cannot deviate from this policy.

If you have comments, questions, and concerns during your enrollment please direct them to the Administrative Team.

**Our Vision is to build scholars by implementing research based developmentally appropriate activities, as well as a curriculum which exceeds State Standards. Our program promotes social, emotional, and academic development of children.**

By signing this you are stating that you are clear and understanding of TKP policy and have received a Parent Handbook.

**Parent Name:** \_\_\_\_\_

**Child’s Name** \_\_\_\_\_

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

**Email:** \_\_\_\_\_