KIDS CAN COMMUNITY CENTER at OneWorld Community Health Centers

PROCEDURES & RATES

effective August 2026

PAYMENT POLICIES

Payments: Payment must be received no later than **Friday** each week for the previous week's attendance. Payments may be made in cash, check or credit card. Other arrangements must be approved by Kids Can's Office Manager. Any account that is not paid weekly, or on a set schedule communicated to Kids Can's Office Manager, may result in disruption or termination of childcare.

Deposit & Program Fees: A deposit is required at enrollment to reserve your child's place in the program and will be applied as final payment. If childcare ends with a positive balance, the remaining amount will be refunded.

Attendance Policy: Consistent and regular attendance is required to maintain your enrollment in the program. Please let staff know at your earliest convenience if your child will be sick or miss time due to other obligations. Program leadership will communicate with you directly if attendance falls below consistently to discuss options.

CHECK IN/OUT PROCEDURES

Check In/Out Policy: All parents/guardians must accompany their child into the building and reception will check them into the ProCare billing system. All pick-up and drop-offs should be made using Kids Can entrance. Please ensure staff are verbally notified when releasing your child into their care. Only authorized individuals with codes are allowed to pick up your child. If there is an emergency where a non-listed individual must pick up your child, you will need to call the office to authorize release, and individuals must be prepared to show valid identification before they are allowed to remove the child from the premises.

Late Pick Up or No Show: If a parent/guardian does not show up by close time, attempts will be made to call home and emergency contacts. After 6:00 PM, Kids Can will charge you for staff supervision at a rate of $5.00 every five minutes. If after 30 minutes we were unable to make contact, our next action is to contact police to release the child from our care.

PROGRAM FEES & RATES

Early Childhood Programs 2026-2027	DEPOSIT	WEEKLY RATE	DAILY RATE
Infant Room (ages 6-weeks to 18-months)	$650.00	$325.00	N/A
Toddler Room (18-months to 3-years)	$600.00	$300.00	N/A
Preschool/PreK Rooms (3-5 years)			
Full-Day (over 5 hours)	$550.00	$275.00	$55.00
Partial-Day (under 5 hours)	$450.00	$225.00	$45.00

PARENT/GUARDIAN ACCEPTANCE OF POLICIES

My signature below indicates I have read the above policies and procedures and agree to follow them accordingly. I understand that my child will not be allowed to return to the program if any of the above policies are not observed.

Signature of Parent/Guardian _____ Date: _____