CITY KIDS SCHOOL

WHERE EVERY CHILD BELONGS

Parent Handbook 2026-2027

CITY KIDS SCHOOL, an outreach of City Ministries, admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or any other school-administered programs.

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Statement of Purpose

City Kids School is a developmentally appropriate school serving children ages two through six years old. Our Christ-centered educational program is designed to encourage optimal growth in young children, including cognitive, social-emotional, language, gross and fine motor skills, self-help, and spiritual domains of learning. Our curriculum emphasizes interactive learning, exploration using all five senses, and meeting the educational needs of the whole child and family.

Our Philosophy

City Kids School believes that the early years are the most important years of development. A child's work is his or her play. The role of City Kids School teachers is to support children as they engage in activities that encourage decision making, discovery and exploration, hands-on opportunities, and authentic learning experiences.

We place God at the center of our instruction and believe the Bible is the inspired Word of God. We believe each child is created in God's image, created to worship Him, created to carry His presence wherever they go, created to listen to the voice of God, and created to learn God's ways.

As unique individuals made in God's image, all children—regardless of race, background, or ability—have gifts to share. We have a responsibility to give each child the opportunity to develop and share his or her gifts as a valued member of our school community.

Organization, Licensing, Participating in Washington Early Achiever, and Staff

City Kids School is an outreach of City Ministries. The school is licensed by the state of Washington and administered by the School Principal. City Kids School participates in Washington Early Achievers, where the staff will receive educational support and training through trained coaches. Our teachers are trained and certified in Early Childhood Education. Parents may review information regarding the school's license in the school office.

Developmental Screenings

Developmental screenings from the CDC will be provided to the child's parent or guardian within 90 days of the first day of school. Share the results from the screening with your pediatrician if you have any concerns. The school will partner with families on how to find developmental services, when needed. City Kids School and Kindering partner together to provide early intervention services of assessments at no cost to families to evaluate a child's abilities and needs.

Ongoing Developmental Assessment

During the year, teachers will do an informal assessment for each student. This includes observation, anecdotal notes, and checklists that will give your teacher valuable information about how your child is developing. Documentation about each child's growth and progress will be shared with parents, once in the fall and once in the spring. Absences may affect the teacher's ability to assess your child.

Portfolios

Each child will receive a portfolio at the end of the school year. Portfolios include pictures with anecdotal notes, sample work, and shows the child's progress throughout the school year.

Parent Communication

There are three ways by which we communicate pertinent information to parents:

1. Emails from the school office.
2. "Peek into Our Week"
    - Direct communication from the teacher through Bloomz
    - School wide information, any special projects or updates sent home at the end of your child's week.
3. Bloomz: an effective way to connect and communicate directly with our parents about weekly events, school closures, snow days and emergencies.

Please regularly check all these avenues we use to communicate information.

Parents should contact the school office in the event of an emergency or to relay any other important information.

School is an important aspect of your child's educational experience. We depend on the partnership between you, the parents, and the teachers to ensure your child's optimal development. We encourage you to discuss questions or concerns you may have about your child's development or classroom management with your child's teacher and the School Principal. Open communication between parents, teachers, and the school benefits your child's experience at school. Thank you for respecting teachers' class time.

Safe and Secure

The City Kids School staff and teachers take extra precautionary measures to ensure your child's safety while they are at school and in our care. Our highest priority is safety and security over convenience. We want you to feel confident entrusting your child to our care while they are learning with us.

City Kids School has installed the Openpath access control system (a door locking mechanism) and a video doorbell for extra layers of protection during school hours. Please note the upstairs and downstairs doors to the school will remain locked.

If you arrive to school 10 minutes past the start time or pick-up time the doors will be locked. Your child will need to be checked-in or picked-up upstairs by ringing the school office doorbell.

Thank you so much for your cooperation and for valuing the safety of our children.

Arrival and Dismissal

Arrival and Pick-Up Procedures

In the interest of safety, parents must accompany their children to and from the car and the check-in station. Cars should be parked in designated parking areas and not in the fire lane.

Children should not arrive more than five minutes before their class begins or be picked up later than 10 minutes after their class ends. Early arrivals and late pick-ups are a challenge for the teachers who have other responsibilities and commitments before and after class.

Arrival

Please be prompt when dropping off your child. If you arrive more than 10 minutes after your class start time, you will need to check in at the school office.

Dismissal

Line up at the check-in station and a staff member will bring your child to you.

In the event an adult other than yourself will pick up your child from school, please fill out a “Consent to Pick Up” form and give it to your child’s teacher. This adult will be asked to show a picture ID to confirm his or her identity.

Late Pick-Up Policy

If a child is picked up more than 10 minutes late from any class, a fine will be assessed. A record of late pick-ups will be kept. A written warning will be issued for the first late pick-up. Subsequent failures to pick up a child on time will result in a late fee of $2.00 for every minute the parent or designated adult is late.

Payment of late fees will be due on the day on which the late pick-up occurred and will be withdrawn on Jackrabbit.

As with all school policies, the students are our top priority. If a parent is not at school when class is being dismissed, his or her child may experience feelings of anxiety or even abandonment.

We thank you for your understanding and cooperation in enforcing this policy.

Health and Safety

Allergies and Health Concerns

For safety reasons, any health concerns, limitations or allergies **must** be noted in your child's enrollment packet and discussed with your child's teacher. In the case of an allergy, an Allergy/Intolerance Report must be filled out with a health plan and signed by a doctor. Emergency Medications and the Allergy/Intolerance Report must be brought to school (by the parent/guardian) on/before the **first day of school,** for each student with a life-threatening health condition requiring rescue medications. Both the rescue medication and the report must be brought to school before the child can attend. Please bring medication with original pharmacy label and signed Allergy/Intolerance Report to school in a 1-gallon clear Zip-Lock-bag labeled with the student's name. Medication brought must match the medication listed in the allergy report that is signed by your doctor. No expired medications.

We are a peanut-aware school. Please do not send peanut butter sandwiches or peanut products to school. Your child's teacher may also ask that tree nuts be restricted.

According to Washington State law, RCW 28A.210.320, the attendance of every child shall be conditioned upon the presentation before or on each child's first day of attendance at school of a medication or treatment order addressing any life-threatening health condition that the child has that may require medical services to be performed at the school. Once such an order has been presented, the child shall be allowed to attend school. This includes having an individual health plan in place by the child's first day of school. Since student safety is our priority, building principals will be contacting families that do not have required items.

Bathroom and Handwashing Policy

To ensure health in our classrooms, upon arrival to school, children will be taken to the bathroom to wash his or her hands. Hand sanitizer in the classroom is used only as a supplement—never a replacement—for regular handwashing and is dispensed only by teachers. Your signed permission is required in our enrollment packet to authorize us to provide hand sanitizer to your child.

Toothbrushing

At least once per day, an early learning provider must offer children an opportunity for developmentally appropriate tooth brushing activities. Tooth brushing activities must be safe, sanitary, and educational. Toothbrushes used in an early learning program must be stored in a manner that prevents cross contamination.

The parent or guardian of a child may opt out of the daily toothbrushing activities by initialing in the Parent Questionnaire given in the Welcome Folder on Meet the Teacher Day.

Sick Child Procedures

Please keep your child at home if he or she displays any of the following symptoms:

- Fever during the previous 24-hour period
- Heavy nasal discharge
- Persistent cough
- Vomiting or loose bowel movements during the previous 24-hour period
- Fussy, overtired, and generally not himself/herself
- Any symptoms of a communicable disease

Let the school office and your child's teacher know of any pre-existing conditions your child may have so we can make sure your child is comfortable during a school day.

In the event your child contracts a contagious condition, please immediately inform your child's teacher and the School Principal and keep your child home from school.

Communicable diseases:

- Chicken Pox - all lesions are dry and crusted
- Strep throat - on an antibiotic for 24 hours and no fever
- Measles, German measles - rash and fever gone
- Mumps - swelling, temperature down
- Conjunctivitis (pink eye) - on medication at least 24 hours.
- Head lice - following medical treatment.
- Hand Foot Mouth Disease

As a courtesy, please email your teacher and the school office to inform us if your child will be absent due to sickness.

You may send your child back to school:

- If a child has been taking an antibiotic for 24 hours.
- Fever or other symptoms are not present for 24 hours.
- Vomiting, diarrhea, or temperature above normal are not present for 24 hours without fever reducing medication.

Accident and Injury Policy, Disaster Preparedness

If a child becomes ill or is injured at school, the child's parents will be notified and if deemed necessary a parent or guardian may be asked to pick up their child from school. In the event a parent cannot be reached concerning an extreme emergency involving their child, the school may assume the responsibility of seeking medical assistance.

It is crucial that parents keep all contact information current—their addresses, phone numbers, places of employment, and emergency phone numbers. Please give prompt, written notice of any changes to your contact information to the School Principal (office) and your child's teacher. If you need to make updates on the Parent Portal, click here to login to your account.

Medication Policy and Practices

The school staff will not administer medication to children, except as required by law or in an emergency. An example of this exception would be the administration of an EpiPen for a life-threatening food allergy.

Staff Health Training and Preparation

The school staff receives current training in First Aid and CPR. The School Principal and teaching staff are constantly alert and responsive to the health and safety of the children. The staff and children practice proper hygiene, including handwashing before entering class, serving snacks, and after using the restroom.

Disaster Preparedness

The school staff is trained to educate children about safe actions to take in event of a fire or an earthquake. We conduct fire drills monthly and disaster drills quarterly. We also maintain survival supplies and equipment at the school. It may reassure you to know that our building has been designated as a Red Cross Shelter.

In the case of a disaster, the plan for releasing children will be communicated to parents via the Bloomz app, with an email, a text, and Robocall.

As an early learning provider, City Kids School has a written emergency preparedness plan in accordance with the WAC 110-300-0470. A full copy of our disaster preparedness plan can be found in the school office and in the binders outside the classrooms.

Pesticide Policy

Periodically, our custodial staff uses pesticides around the outside of the school building. Parents will be notified 48 hours in advance. For more details, please see the Pesticide Policy Manual maintained in the school office.

Classroom Expectations

Expectations for classroom behavior reflect our understanding that children are active learners and learn best through playful engagement with their environment and classmates. During active play, there will be times when children have disagreements and conflicts. We take these moments as opportunities to teach children to treat others with kindness and respect, encourage their problem-solving skills, and assist them in verbally working out a solution or resolution.

When conflicts arise, teachers coach children, modeling words and actions that foster problem-solving and negotiation skills. Teachers will intervene if it appears that a child is going to hurt another child or themselves, or when property is being damaged. Teachers will never use physical punishment or verbal abuse with any child.

If a child's behavior becomes harmful to himself or herself or others, the child may be removed from the class and the parents will be contacted. The School Principal, teachers, and parents will meet and discuss a plan for helping the child learn to moderate and control his or her behavior.

Suspension Policy

At City Kids School, we will work with each individual child to promote consistent care and maximize opportunities for child development and learning. However, when a child exhibits behavior that presents a serious safety concern for the child or others, the School may suspend the child. Examples of such behavior include, but are not limited to, hurting or threatening to bring physical harm, “put downs,” profanity or obscene language, biting, throwing objects, hurting others with their body, and hitting others with objects. The age appropriateness and severity of the behavior will be examined on a case-by-case basis.

Except for in the case of an emergency suspension, we will first notify the child’s parents or guardians to arrange a virtual or in-person meeting to explain and discuss the behavior the child exhibited, why the child’s behavior presents a serious safety concern for the child or others, and details concerning the proposed suspension. The child’s parents or guardians will also have an opportunity to provide additional details and explain their perspective. If we believe an emergency suspension is appropriate, we will notify the child’s parents or guardians of the suspension and arrange a meeting as soon as reasonably possible.

If we decide to proceed with the suspension, we will provide written notice to the child’s parents or guardians stating the behavior the child exhibited, why the child’s behavior presents a serious safety concern for the child or others, and the details concerning the suspension, including, for example, the length and dates of the suspension and whether and how educational support will be provided during the suspension.

The School will evaluate the situation and circumstances surrounding the suspension to determine whether the safety concern can be reduced or eliminated through reasonable modifications. If a child persists in exhibiting a pattern of repeated behavior that presents a serious safety concern for the child or others, we will review the Expulsion Policy with the child's parents or guardians and provide the additional supports described therein.

The decision to suspend a child, the length of the suspension, and whether any educational support will be provided during the suspension is within the sole discretion of the School Principal and governing authorities.

Suspension of a child shall not exceed ten (10) days per term (e.g., fall term, spring term).

Please direct all questions concerning this Suspension Policy to the School Principal at (425) 739-1227 or sheryl@citymin.org.

Expulsion Policy

At City Kids School, we will work with each individual child to promote consistent care and maximize opportunities for child development and learning. However, when a child exhibits a pattern of repeated behavior that presents a serious safety concern for the child or others, and the School is not able to reduce or eliminate the safety concern through reasonable modifications, the child's enrollment will be terminated. Examples of such behavior include, but are not limited to, hurting or threatening to bring physical harm, "put downs," profanity or obscene language, on-going biting, throwing objects, hurting others with their body, and hitting others with objects. The age appropriateness and severity of the behavior will be examined on a case-by-case basis.

Prior to expulsion of services due to a child's behavior, we will provide the following supports:

- We will create positive climates and focus on prevention.
- We will develop clear, appropriate, and consistent expectations and consequences to address disruptive student behaviors.
- We will ensure fairness, equity, and continuous improvement.
- We will work toward a goal of ensuring that all children's social-emotional and behavioral health are fostered in an appropriate high-quality early learning program.
- We will meet with the child's parents or guardians to review this Expulsion Policy and develop a behavior plan, and a copy of the plan will be provided to all teachers and support staff, as well as to the child's parents or guardians.
- We will continue to meet with the child's parents or guardians on a weekly basis, or more frequently, as needed.

During this process, we may determine that suspension of a child is appropriate. Any such suspension shall be according to the School's Suspension Policy. However, suspension is not required prior to termination of a child's enrollment.

If the child is expelled, we will provide the additional following supports to the child's parents or guardians:

- We will meet with the child's parents or guardians to review this Expulsion Policy.
- We will provide the child's parents or guardians a record of the incidents that led up to the expulsion, including the date, time, staff involved, and details of the incidents.

- We will provide the child's parents or guardians a record of the steps that were taken to avoid expulsion, including a description of the environmental changes, staff changes, and other reasonable modifications that were made.
- We will provide the child's parents or guardians referrals to community-based resources, programs, and/or settings that may benefit the child.

As required by Washington law, the School will report the expulsion, together with the child's demographic data, to the Washington State Department of Children, Youth, and Families.

Please direct all questions concerning this Expulsion Policy to the School Principal at (425) 739-1227 or sheryl@citymin.org.

Clothing

Children should be able to relax and enjoy their learning experience without being concerned about getting their clothing stained or dirty. Please send your child to school wearing washable, comfortable play clothes. Closed-toe shoes that stay on the feet must always be worn. No flip flops, or open-toed shoes please.

We enjoy outdoor activities daily, when possible. Please send your child to school with a coat or lightweight jacket, hat/hood, mittens, and boots to keep him or her warm, dry, and comfortable during recess and other outdoor activities.

Please also provide a change of clothes and shoes for your child in case he or she gets wet or has an accident. Please label the bag and all clothing and other personal items, such as back packs, so that they will be returned to you.

Snacks and Lunch

The full-day programs incorporate morning snack and lunch into the learning and socialization process of their day. Each child enrolled in a full-day program should bring his or her own morning snack and lunch to class.

Each child attending half-day classes should bring their own snack to enjoy during class.

Please remember we are a peanut-aware school. No peanut butter sandwiches or peanut products, please. Additionally, please label lunch boxes/bags so that they will be returned to you.

School Closures

Our school follows the Lake Washington School District's closures. Our policy is that if the district is delayed, cancelled, or closed due to inclement weather, then City Kids School will also be delayed, cancelled, or closed. If Lake Washington has a delayed start, City Kids School half-day classes will be cancelled. Follow LWSD closures on lwsd.org.

In such cases of emergency, you will receive a school-wide alert through all forms of communication, which includes an email, a text, a Robocall, all via the Bloomz application.

School Closure Make-up Day Policy

City Kids School will attempt to make up missed school days beyond the first two full days of closure (delayed starts are not eligible for make-up days). Make-up days are scheduled in collaboration with the school office and staff.

Child Abuse Reporting Requirements

Teachers at City Kids School are mandatory reporters of child abuse. A teacher who has a reasonable cause to believe that child abuse or neglect has occurred must comply with the child abuse reporting laws, including reporting to the proper law enforcement agency.

Educational Programs Offered

2-Day and 3-Day Preschool Classes

These classes are perfect for both first-time preschoolers and children who have previously been in co-op or other preschool settings. The classrooms are filled with age-appropriate learning and are rich and stimulating, with opportunities for all learning styles. City Kids School offers half-day 2-Day Preschool classes, and half-day and full-day 3-Day Preschool classes

Children attending our 3-Day Preschool classes must be potty-trained.

Pre-Kindergarten Classes

Our Pre-Kindergarten classes are designed to equip and provide an environment that challenges them academically, physically, socially, and spiritually. Each class recognizes different learning styles and individual needs. City Kids School offers full- and half-day Pre-Kindergarten classes.

Kindergarten Classes

These classes are designed to layer understanding and knowledge so that students are equipped for later elementary school years. Each class helps build confidence to empower students to problem solve and make decisions and choices. City Kids School offers full-day Kindergarten classes.

Before and After School Care

Before School Care is for students who are 4 by August 31st. This program starts your student's day as early as 8:00am.

After School Care is for students enrolled in Full-Day Pre-K or Kindergarten. This program extends your student's day up to 5:30pm; students may be picked up at any time before 5:30pm.

To secure your space, you must register for the class through Jackrabbit prior to attending.

Enrollment and Admissions Requirements

2-Day* Preschool:
Monday & Wednesday Morning Class
Tuesday & Thursday Morning Class
Children must be 2.5 by August 31st.
*4-Day option available. Contact the School Office.

3-Day Preschool:
Monday, Tuesday, & Thursday Morning Class
Children must be 3 by August 31st and potty-trained.
Monday, Tuesday, & Thursday Full-Day Class
Children must be 3.5 by August 31st and potty-trained.

Pre-Kindergarten:
Monday through Thursday Morning Class
Monday through Thursday Full-Day Class
Monday through Friday Full-Day Class
Children must be 4 by August 31st.

Kindergarten:
Monday through Friday Full-Day Class
Children must be 5 by August 31st.

Before and After School Care:
Available Monday through Friday
Children must be 4 by August 31st.

Mid-Year Enrollment:
All students enrolling in City Kids School must meet the age requirement established in the guidelines above.

Please note: Low enrollment may result in a class being cancelled or combined.

Family Involvement with Transitions

City Kids School encourages and facilitates parental involvement with transitions for children moving from preschool to Pre-K, and from Pre-K to Kindergarten. During the summer before the transition, parents of transitioning children will receive a welcome packet to inform them about how to get involved and prepare their child for the upcoming school year. This welcome packet includes information on how to sign up for Meet the Teacher Day. Each year before school begins, parents schedule a time to meet the teachers and ask questions.

Financial Responsibilities

Payment Procedures

Jackrabbit Care

We are pleased to partner with Jackrabbit Care, the most comprehensive and intuitive parent portal in the industry. Parents can login to the Parent Portal with their own User ID and Password to do the following:

- ✓ Update contact information.
- ✓ Change billing information.
- ✓ Make a payment.
- ✓ Update emergency contact/medical information.
- ✓ View recent statement and current policies.

In addition to the customer service provided by Jackrabbit Care, we are committed to serving you. Please do not hesitate to contact the School Principal at (425) 739-1227 or sheryl@citymin.org if you have billing or payment questions.

Classes and Tuition

Half-Day Sessions	Annual Tuition	10 Payments*
2-Day Preschool	$3,920.00	$392.00
3-Day Preschool	$4,960.00	$496.00
Half-Day Pre-K	$6,690.00	$669.00

Full-Day Sessions	Annual Tuition	10 Payments*
3-Day Preschool	$7,720.00	$772.00
4-Day Pre-K	$9,850.00	$985.00
5-Day Pre-K	$10,900.00	$1,090.00
Kindergarten	$10,900.00	$1,090.00

Extended Care Sessions	Annual Tuition	10 Payments*
Before School Care	$2,200.00	$220.00
After School Care	$4,400.00	$440.00

*Tuition is an annual fee payable in full or in 10 monthly installments from August-May. Tuition is due once billed and is non-refundable, except as set forth in the "Withdrawals/Discontinued Services" section below.

If tuition is paid in full, the payment will be processed on the first business day in August. Once paid, one tenth of the payment will be automatically applied to prepay June tuition. The prepayment of June tuition confirms the family's intent to attend City Kids School. It is completely non-refundable and cannot be applied to the tuition due for any other month of the school year.

If tuition is paid in 10 monthly installments, the first of the 10 payments will also be processed on the first business day in August. This first August payment will be automatically applied to prepay June tuition. The prepayment of June tuition confirms the family's intent to attend City Kids School. It is completely non-refundable and cannot be applied to the tuition due for any other month of

the school year. The remaining installment payments for tuition for the months of September through May will be processed on the first business day of each of those months and pay the child's tuition for the current month that they are attending. For example, the September tuition payment is paid at the beginning of September and pays for the child's tuition during the month of September, the October tuition payment is paid at the beginning of October and pays for the child's tuition during the month of October, and so on.

The monthly installment payment schedule is shown in the table below.

Monthly Tuition Installment Payments	Due on the 1st business day of the month:	Restrictions
June tuition	August	This first payment is automatically applied to prepay June tuition. It confirms the family's intent to attend City Kids School, is completely non-refundable, and cannot be applied to the tuition due for any other month of the school year.
September tuition	September	Tuition paid September through May is non-refundable, except as set forth in the "Withdrawals/Discontinued Services" section below. Tuition is paid at the beginning of each month and pays for the child's tuition during that month.
October tuition	October	
November tuition	November	
December tuition	December	
January tuition	January	
February tuition	February	
March tuition	March	
April tuition	April	
May tuition	May	

Midyear Enrollment

Students who enroll midyear follow the same payment schedule as current students. Pro-rated tuition for midyear enrollment is payable in full or in monthly installments.

If tuition is paid in full, the payment will be processed on the first business day of the month before the student begins attending City Kids School. A portion of this payment will be automatically applied to prepay June tuition (for example, if the child is enrolled for 6 months of the school year from January to June, one-sixth of the payment will be applied to prepay June tuition). The prepayment of June tuition confirms the family's intent to attend City Kids School. It is completely non-refundable and cannot be applied to the tuition due for any other month of the school year.

If tuition is paid in monthly installments, the first payment will also be processed on the first business day of the month before the student begins attending City Kids School. This first payment will be automatically applied to prepay June tuition. The prepayment of June tuition confirms the family's intent to attend City Kids School. It is completely non-refundable and cannot be applied to the tuition due for any other month of the school year. The tuition payments for the remaining months of the school year through May will be processed on the first business day of each of those months and pay the child's tuition for the current month that they are attending. For example, the January tuition payment is paid at the beginning of January and pays for the child's tuition during the month of January, the February tuition payment is paid at the beginning of February and pays for the child's tuition during the month of February, and so on.

Discount Information*

A 5% discount is offered on tuition for the second and third siblings enrolled in City Kids School. This discount is applied to the lower tuition. There is no discount on tuition for days missed while school is in session.

Late Payments

City Kids School encourages the responsible billing party to meet with the School Principal any time a financial problem arises. Many problems may be avoided or resolved with early communication. Tuition payment amounts are due on the first business day of each month and are considered late if they cannot be processed on that date. If payment is declined for whatever reason, the responsible billing party will be notified to update their payment information on the Parent Portal and submit payment through the "Pay Now" link. Failure to make a payment by the 5th of each month will result in a $35 late fee.

Leave of Absence During the School Year

In the event of your child's extended leave from school, no refund or discount will be made for missed days while school is in session. To keep your child's space in the class, tuition must be paid during your child's extended leave.

Withdrawal/Discontinued Services

The school office must be informed in writing if a student will be withdrawing from City Kids School before the end of the school year. The written notice must be received by the school office 30 days before the child's withdrawal (for example, 30 days before the child stops attending class). The written withdrawal notice must be provided by email to the School Principal at sheryl@citymin.org or by hand delivery or mail to the school office. Failure to submit a 30-day written notice will result in

monthly tuition being assessed until 30 days after the school office is properly notified of the child's withdrawal (for example, the family will continue to pay tuition until 30 days after the family provides written notice to the school office that they are withdrawing their child from the school).

No refunds will be given without a 30-day written notice. No refunds will be given after April 30th. Families who withdraw their child before their child begins attending class – whether they enrolled in August before the school year begins or enrolled mid-year – will only be refunded tuition prepaid for the months of September through May.

Pro-rated tuition is only available to families who withdraw by the 15th of the month (for example, if the child stops attending class after the 15th of the month) and only during the months of September through April. No pro-rated refunds will be given to families who withdraw after the 15th of any month (for example, if the child attends class after the 15th of the month).

Absolutely no refunds will be given for prepaid June tuition, and prepaid June tuition cannot be applied to tuition due for any other month of the school year.

Example: On January 16, a family provides a written notice of withdrawal to the school office that they are withdrawing their child from the school and that the child's last day to attend class will be February 16. According to this policy, the family will pay tuition for the full month of February because their child is withdrawing on February 16 and because no pro-rated refunds are given to families who withdraw their child after the 15th of the month. The family cannot apply prepaid June tuition to pay for tuition for the month of February because prepaid June tuition cannot be applied to any other month of the school year. The family will not be refunded prepaid June tuition because prepaid June tuition is completely non-refundable. If the family prepaid tuition in full before their child began attending

class, they would be refunded tuition for the months of March, April, and May.

The finance department will review and process all refunds of prepaid tuition and bill all monthly tuition according to these guidelines.

If you have any questions concerning withdrawal, including the timeframe in which a 30-day withdrawal notice should be submitted, please contact the School Principal at (425) 739-1227 or sheryl@citymin.org.

City Kids School reserves the right to:

- Cancel any class;
- Balance class ratios; and
- Discontinue school services as set forth in the Termination of Services section below.

Termination of Services

Parents may terminate services and withdraw their child from City Kids School according to the terms and conditions set forth in the section of this handbook entitled, "Withdrawal." The following are conditions that may cause City Kids School to immediately terminate services and a child's enrollment:

- Family members or other adults not meeting program requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the childcare facility, staff, or policies.
- Continual late tuition payments or other unpaid fees.
- Continual late arrivals or pick-ups.

Please direct all questions concerning this termination of services policy to the School Principal at (425) 739-1227 or sheryl@citymin.org.

Referral Bonus

The “Refer-A-Friend” program is an incentive program for current parents to encourage their friends to join them at City Kids School. Each family who refers a friend that completes the registration process will receive a $100 credit toward their child’s tuition. ($100 for each new family)

Contact Us

Please do not hesitate to contact the school office with any questions you may have about the information presented in this Parent Handbook. Additionally, please contact the school office to communicate any simple instructions you have for your child or his or her teacher, or to notify the school that your child is sick or will be late to class.

Sheryl Nelson,
School Principal
Phone: (425) 739-1227
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CITY KIDS SCHOOL website

CITY KIDS SCHOOL

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