

# Parent Handbook

## 2023-2024

### **WELCOME!**

All aboard Kids Express! We are going to have many adventures this year and we are so glad that your family is joining us on our journey! Our school year will be filled with thrilling learning experiences and there are sure to be growing opportunities around each bend! To ensure that a fun and successful journey is had by all, we ask that you read the entire Parent Handbook and that you join us in carrying out the policies and procedures. Thank you for your support and enthusiasm; it is truly a privilege to serve you and your child! If you have any comments or questions, please feel free to contact us at any time.

Kids Express Director: Janice Faulkner [janicef@hoffmantown.org](mailto:janicef@hoffmantown.org) or 858-8602

### **MISSION**

The Kids Express mission is to provide quality care in a positive, Christian atmosphere which will promote the spiritual, cognitive, and socio-emotional growth of children through the participation in educationally sound learning activities.

### **PHILOSOPHY**

We believe that, for each child, it is vital to foster not only healthy growth and development in education but also healthy growth and development in God. Our curriculum addresses educational fundamentals in correspondence with Bible stories and activities. We believe that an early exposure to real life application of Biblical principles provides children with sound moral development and a starting place for faith. Developmentally appropriate curriculum helps teachers to provide educational fundamentals and social experiences that prepare the children for greater success in Kindergarten. Teachers guide the learning process by using clear, encouraging, and developmentally appropriate communication that fosters understanding and self-confidence. Teachers also use fun and exciting curriculum-based lesson plans that encourage the children to enjoy learning. In addition, each classroom provides an array of play and learning centers where children can participate in individual or group educational play so that each child has an opportunity to learn about their world through exploration.

### **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Hoffmantown Kids Express school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

### **CURRICULUM**

The learning process is set into motion very early in life, so we strive to provide experiences that promote spiritual, cognitive, and socio-emotional growth that are appropriate for the developmental age of each class. Teachers encourage active engagement and participation during structured class time and teachers encourage

experimentation and exploration during unstructured class time. Learning is most effective when it is fun and when children have an opportunity to make choices, so play is a primary resource and mode for learning.

## **PROGRAM INFORMATION**

Kids Express is licensed by the State of New Mexico and is a component of the Children's Ministry at Hoffmantown Church in Albuquerque. Our preschool program provides early childhood education for two, three, four, and five-year-old children. **Please note, all students 3 years-old and above MUST be fully potty-trained per state regulations.**

### **Address:**

Hoffmantown Church/Kids Express  
8888 Harper Dr. NE  
Albuquerque, NM 87111

### **Director & Contact Information**

Janice Faulkner  
janicef@hoffmantown.org  
505-858-8602

### **School Hours:**

9:00am – 1:00pm  
Monday-Thursday

### **Class Days:**

Young 2's:      Mondays/Wednesdays    OR    Tuesdays/Thursdays    OR    All Four Days

Older 2's:      Mondays/Wednesdays    OR    Tuesdays/Thursdays    OR    All Four Days

Three's:      Mondays/Wednesdays    OR    Tuesdays/Thursdays    OR    Mondays/Tuesdays/Wednesdays

Pre-K:      Mondays/Tuesdays/Wednesdays    OR    Mondays/Tuesdays/Wednesdays/Thursdays

### **Student to Teacher Ratios:**

Young 2's and Older 2's:      10 students to 2 teachers

Three's:      12 students to 2 teachers

Pre-K (4's and 5's):      14 students to 2 teachers

### **Registration Fee:**

Two's and Three's      \$100.00 per child

Pre-K (Four's and Five's)      \$125.00 per child

The registration fee is a yearly payment that is due upon application for each school year. When a child is placed on a waiting list due to lack of classroom availability the registration fee will not be deposited until the child is placed in a classroom. Once a child has been placed in a class the registration fee is non-refundable.

### **Standard Tuition:**

2 days: \$248.00/month

### **Discounted for Younger Siblings:**

2 days: \$223.00/month

3 days: \$353.00/month  
4 days: \$441.00/month

3 days: \$312.00/month  
4 days: \$398.00/month

August tuition is prorated to half of your normal monthly amount and is due on your child's first day of school. Beginning in September, **full monthly tuition payments are due on the first of every month.** Late fees apply for tuition payments that are received after the tenth of the month. May tuition is also prorated to half of your monthly amount.

**Please note:**

- Registration fees payable by money order **ONLY!**
- Late fees will apply to tuition paid after the 10<sup>th</sup> of the month.
- If a child's tuition is more than 30 days past due, the child may be dis-enrolled or suspended from Kids Express.
- If there is an outstanding balance at the end of the school year, the child will not be permitted to participate in the year end activities, including graduation.
- A two-week notice is required for disenrollment or a full month's tuition will be charged.

**A 5% discount will be applied to student tuition that is paid in full at the beginning of the school year. No discount will be offered after August 31<sup>st</sup> of the current school year.**

**Payment Options:**

- Pay online by first emailing Keith Hubka at lynh@hoffmantown.org for a password to set up an account.
- Deposit cash or check into the Kids Express tuition drop box. *Checks must be made out to Kids Express and must have the child's full name written in the memo section.*
- Mail payment to Hoffmantown Kids Express, 8888 Harper Dr. NE, Albq., NM, 87111

**Late Pick-up Fee:**

Parents will be considered "late" if they pick up their child ten or more minutes after 1:00pm. Late parents will be charged \$1.00 for each minute after 1:10pm. Please speak to the Director if unavoidable circumstances cause you to be late.

## **TYPICAL DAILY SCHEDULES**

**Two's Classroom**

9:00 Welcome  
9:15 Circle Time  
9:30 Snack  
10:15 Outside Play  
11:00 Projects  
11:30 Center Time  
12:00 Lunch  
12:45 Show and Tell  
1:00 Dismissal

### **Three's Classroom**

9:00 Welcome  
9:30 Snack  
10:00 Circle Time  
10:30 Outside Play  
11:00 Art Project  
11:30 Classroom Activity  
11:45 Lunch  
12:15 Classroom Activity  
12:45 Clean up  
1:00 Dismissal

### **Pre-K Classroom**

9:00 Welcome  
9:15 Circle Time  
9:45 Snack  
10:00 Phonics  
10:25 Handwriting  
10:45 Outside Play  
11:05 Numbers  
11:30 Centers Time  
12:00 Lunch  
12:30 Activity Time/Show and Tell  
12:55 Clean Up  
1:00 Dismissal

### **WHAT DO I NEED TO DO EVERYDAY?**

Pack your child a lunch that does not require refrigeration or heating up and will stay fresh inside a thermal lunch box. Please label the lunch box.

Dress your child in loose, comfortable clothing.

Pack a complete change of weather appropriate clothes for your child. Sometimes clothes get dirty or soiled so we ask that you do this for older preschoolers as well. Please label the clothes.

Bring your child to school at 9:00am. **The classroom will begin accepting children no earlier than 8:50am.**

Sign in your child using the electronic kiosks at the front counter.

Escort your child to the classroom.

Go do boring “adult things” while your child has tons of fun at school!

Sign out your child at 1:00pm using the electronic kiosk at the front counter.

Go to the classroom and pick up your child (and any fun art projects that they bring home) from the classroom.

## **SCHOOL CANCELLATIONS**

If APS cancels or announces a 2-hour delay for any reason including, but not limited to inclement weather, the Kids Express school day is cancelled. If a cancellation occurs for any reason, there will be no make-up days or tuition credits.

## **ABSENCES**

If your child will not be attending school for any reason, please notify the Director by 9:00am. If your child is absent due to illness, please refer to our Well Child Policy for instructions on returning to school.

## **WELL-CHILD POLICY**

For the safety and well-being of everyone at Kids Express, children with symptoms of illness will not be accepted into the classroom. Symptoms include but are not limited to green/yellow discharge from the nose, heavy coughing, fever (100.4 degrees or greater), diarrhea, vomiting, rash, and pink eye. If a child contracts symptom of illness during the school day, the child will be isolated, and the parents will be notified to pick up their child.

If your child will not be attending school due to illness, please notify the Director by 9:00am. If your child contracts a contagious disease following a school session, please notify the Director so that everyone who came into contact with that classroom may be notified. Only the pertinent information of the illness will be released which will not include names or any identifying information. Children must be symptom free for at least 24 hours before they will be accepted into the classroom. Children in need of antibiotics must use them for at least 24 hours before they will be accepted into the classroom. No exceptions.

It is against Kids Express policy to dispense any kind of medication to children. If, however, your child has a special need (asthma, diabetes, severe peanut allergy, etc.), please consult with the Director so that those needs may be addressed.

## **DISCIPLINE POLICY**

We believe that children are a gift from God and should be handled with love and understanding. Teachers must guide the children in cooperative behavior by using preventive and responsive discipline.

**Preventive discipline** stops poor behavior before it happens and includes:

- Maintaining proper student to teacher ratios
- Providing a comfortable room arrangement
- Providing a consistent and efficient schedule
- Using age-appropriate lesson plans that include hands-on learning activities
- Providing consistent communication of simple classroom rules
- Setting a good example
- Observing and staying alert
- Providing positive attention and direction
- Praising good behavior

**Responsive discipline** appropriately reacts to poor behavior after it has occurred. Poor behavior includes but is not limited to interrupting the lesson, disrespecting another person, hurting others, endangering oneself, or damaging the classroom. It is never acceptable for a teacher to discipline by hitting, spanking, using abusive language, ridiculing, or any other harsh or humiliating treatment. Instead, Kids Express teachers use the techniques outlined below.

**Redirect behavior:** The teacher replaces the source of the poor behavior with another activity. This technique is especially effective with our younger preschoolers.

**Explain:** The teacher briefly explains the poor behavior, describes a more appropriate way for the child to behave, and helps the child begin more appropriate behavior.

**Logical Consequences:** The teacher uses natural consequences of the child's actions to dictate the discipline. For example, if the child throws pencils on the floor, the natural consequence is for the child to pick up all of the pencils.

**Intervention:** The teacher helps to resolve a conflict between the children when they are unable to resolve the problem themselves by recognizing the children's feelings, setting limits, and providing possible alternatives.

**Thinking Chair:** The thinking chair is used to give a child the chance to calm down and regroup. As the child sits in the chair and faces the classroom, he/she is encouraged to think about the good work he/she would like to do. The child will sit in the chair no longer than one minute per year of age. At the end, the teacher will talk with the child about what the child has decided would be appropriate behavior and invite the child to rejoin the classroom activities.

**Contact Parent:** The teacher contacts the parents to come pick up their child when he/she continues to display unacceptable behavior.

Consistent and severe behavioral issues may result in a temporary or permanent dismissal from the program. Tuition and fees are non-refundable if your child is asked to take time off.

**Biting Policy:** Our biting policy is to dismiss a child for one month if he/she bites another child on three occasions. Parents are notified when their child bites another child, and the teachers will work with the parents to prevent reoccurrence.

We believe that family is very important to each child, and we encourage parental input, observation, and participation. We always desire to work with and support parents in helping their child grow to understand acceptable and unacceptable behavior.

## EXPULSION POLICY

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know that we will do

everything possible to work with the family of the child(ren) to prevent this policy from being enforced. Prior to expulsion, a parent will be called, and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one to two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child. **Tuition and fees are non-refundable if your child is asked to leave.**

The list below is some, but not limited to, reasons an expulsion may occur.

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.
- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

#### **Expulsion Procedures:**

- Teachers will document challenging behaviors as they become excessive and report to the Director.
- Repeated reports of such behaviors will result in a series of meetings with the parents, teachers, and director.
  - Collaborative meeting: The concerns will be clearly defined, and goals will be laid out with the parents to determine the best way to resolve the undesirable behaviors. A follow up conversation will be set up to evaluate progress, this can be either a phone or in person meeting.
  - Re-evaluation meeting: If undesirable behaviors persist this meeting will be set up to review documentation and discuss the next steps. If appropriate, outside resources will be addressed and sought out.
  - Expulsion meeting: After a time period, set forth in the re-evaluation meeting, and all attempts have been made with no improvement, the child will be asked to leave the program.
- Staff and parents will work together to implement the goals and corrections set forth in the collaborative meeting with the intent of correcting the behaviors to eliminate any further meetings.
- In the event an expulsion meeting is held, parents will be given notice, as determined by the director, to make alternative arrangements.
- Tuition and fees are non-refundable if your child is asked to leave.

## **TEACHERS AND THEIR QUALIFICATIONS**

Our teachers are the reason that Kids Express is such a great place for your child. Every teacher passionately pursues excellence in the classroom resulting in students receiving the best possible learning experiences. They consider it a privilege to nurture each young life and they never fail to go the extra mile to do so. The most important qualification that our teachers offer is a contagious love for Jesus!

All of our teachers are trained in Early Childhood Education or have a Bachelor's or Master's degree in a related field. Each year, teachers are required to receive 12 hours of continuing education in Early Childhood Education. Every teacher must maintain current certification in CPR and First Aid. Our teachers are hired only after an extensive interviewing process that includes fingerprinting and a background check run by the Children, Youth, and Families Department of New Mexico and the Federal Bureau of Investigation.

## **SAFETY AND SECURITY**

Your child's well-being is our first priority and there are many steps that we take to ensure that your child is safe.

We go beyond what the State of New Mexico requires for student to teacher ratios. In our two's classrooms there are two teachers for every ten students, in our three's classrooms there are two teachers for every twelve students, and in our Pre-K classrooms there are two teachers for every fourteen students.

All of our teachers are required to have current certification in CPR and First Aid.

We enforce our Well-Child policy.

Parents use the electronic kiosks to ensure that only authorized people are able to drop-off and pick-up your child.

We abide by fire code and state licensing regulations.

All teachers and volunteers are required to have their fingerprints taken and to get background check clearance from the Children, Youth, and Families Department of New Mexico and the Federal Bureau of Investigation.

The doors to the school remain locked while school is in session so that anyone who wishes to enter the school must go through the office first. In case of an emergency, it is always possible to exit the school through the locked doors.

## **CONFIDENTIALITY**

Any and all information and file material regarding all clients of Kids Express are strictly confidential and will not be transferred or discussed with anyone outside of the program nor with anyone inside the program other than the child's parents, the child's teachers, and the Kids Express administration.



## **PARENT INVOLVEMENT**

We greatly encourage parent participation because we want everyone to be involved in the children's learning process! Each classroom will provide their own unique opportunities to participate in birthday parties, holidays, or other events.

## **SNACKS AND FOOD**

In each classroom, parents take turns bringing snack for the entire class. Due to the increasing number of nut allergies, our school is **COMPLETELY NUT FREE**. This policy will be **STRICTLY** enforced. All snacks must be nutritious, and all juice must be 100% real fruit juice. We ask that you reserve special treats, such as cupcakes or cookies, for birthdays or special occasions. For snack ideas, please visit our website or speak with your child's teacher.

## **HOLIDAYS, BIRTHDAYS, AND SPECIAL EVENTS**

Kids Express celebrates Christian holidays as well as many national holidays. For your child's birthday, you may speak to his/her teachers about bringing a special snack for the entire class to share. Kids Express celebrates many special events including but not limited to Homecoming, Thank You Jesus Feast, Birthday Party for Jesus, Easter, and Mother's Day.

## **FIELD TRIPS**

Kids Express students do not go on field trips. We bring special guests such as firefighters, storytellers, homebuilders, and more to our school. Please note that our visitors may vary.

## **REGISTRATION**

Download a Registration Packet from our website at [www.hoffmantownchurch.org](http://www.hoffmantownchurch.org). Click on "Kids Express", and then click on "Registration". If you have any trouble downloading the forms, please feel free to contact us so we can print one for you.

Children must be two years old by September 1st of the school year in order to register. **The registration packet must be complete, or it will not be processed.** Children are placed in the program strictly according to their birth date. Placement in the program is "first come, first served". Children in the three year old programs must be potty trained.

Parents will receive a Placement Letter in the mail to confirm registration in the program.

## **DISENROLLMENT PROCESS**

A written two-week notice is required for disenrollment or a full month's tuition will be charged.

## **CHILD ABUSE AND NEGLECT REPORTING PROCEDURE**

Any person who suspects child abuse or neglect is under legal obligation to report to the Child Abuse and Neglect Department of the Children, Youth, and Families Department of New Mexico at the **24-hour hotline (505) 841-6100** or **toll free at 1-800-797-3260**. One must report all known demographic information on the child and the family, any allegations of suspected child abuse and neglect, the location of the family, any safety

factors involving the child, an assessment of the family's needs and strengths, and any potential risks to the investigator. Confidentiality laws will protect those who report child abuse and neglect from civil or criminal liability.

## **EMERGENCY POLICY**

In the event of a medical emergency, natural disaster, or a missing child, Kids Express will take immediate actions to secure the safety of the child(ren) involved and to notify the parents as soon as possible. Accommodations will be made for special needs children. Our policies and procedures are outlined below.

### **Emergency: Call 911**

#### **Information you will need:**

**Name:** Kids Express Preschool

**Address:** 8888 Harper NE

**“We are located in Hoffmantown Church at the west end of the building”**

**Cross Streets:** Harper/Ventura (just north of Academy)

### **Emergency: Call 911**

#### **Information you will need:**

**Name:** Kids Express Preschool

**Address:** 8888 Harper NE

**“We are located in Hoffmantown Church at the west end of the building”**

**Cross Streets:** Harper/Ventura (just north of Academy)

### **Emergency: 911**

**Police: 242-COPS (2677)**

**Fire Department: 833-7300**

**Paramedics: 833-7300**

**Poison Information Center: 272-2222**

**Evacuation:** Each classroom will be notified of a fire by the audible alarm and will follow our evacuation plan as posted in each individual classroom.

**Relocation:** In the event we must vacate the premises entirely each class will be notified via radio and will follow procedure as posted in each individual classroom.

**Shelter in Place:** Each classroom will be individually notified by radio of a "shelter in place" when an emergency arises. The emergency may consist of any environmental issue requiring this procedure. Teachers will follow procedures as posted in each individual classroom.

**Lock Down:** Each classroom will be individually notified by radio of a "lock down" when an emergency arises. The emergency may consist of invasion of an outsider, a utility outage, police request, hostage situation, drive-by shooting, etc. Teachers will follow procedures as posted in each individual classroom.

**Communication:** Each classroom will have a radio assigned and delivered to them each day. The purpose of the radio is for communication with the Director and Assistant as needed throughout the day.

**Reunification with Parent/Guardian:** In the event of an EMERGENCY at school, each classroom will carry the "Emergency Backpack" with them containing contact paperwork for each student. When it's appropriate, teachers will use this information to contact parents and follow reunification procedures with parents/guardians.

## **COPY OF FORMS FOR CHILDREN'S RECORDS**

Find the registration packet at [www.hoffmantownchurch.org](http://www.hoffmantownchurch.org). Click on "Kids Express," and then click on "Registration."

## **2023 - 2024 Registration Packet**

The registration packet **MUST** be complete or it will **NOT** be processed.

Children must turn two years old before September 1st of the school year.

Children are placed in the program strictly according to their birth date.

Placement in the program is "first come, first serve".

### **REGISTRATION CHECKLIST:**

# **COPY**

# **COPY**

- \_\_\_\_\_ TUITION
- \_\_\_\_\_ MEDICAL NEEDS page 1
- \_\_\_\_\_ MEDICAL NEEDS page 2
- \_\_\_\_\_ MEDIA RELEASE

**MUST HAVE ONE OF THE FOLLOWING:**

\_\_\_\_\_ PHOTOCOPY OF CURRENT IMMUNIZATION RECORD

**OR**

\_\_\_\_\_ A CONSCIENTIOUS OBJECTION LETTER

Find at:

[www.nmhealth.org](http://www.nmhealth.org)

**BASIC INFORMATION**

**Child's Name** \_\_\_\_\_  
 Child's Nickname (optional) \_\_\_\_\_ Age as of 9/1/23 \_\_\_\_\_  
 DOB \_\_\_\_\_ BOY / GIRL (Circle One) Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State \_\_\_\_\_ Zip \_\_\_\_\_

**Parent/Guardian's Name** \_\_\_\_\_  
 Occupation/Employer \_\_\_\_\_

**COPY**

**COPY**

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
**Email** \_\_\_\_\_

**Parent/Guardian's Name** \_\_\_\_\_  
 Occupation/Employer \_\_\_\_\_  
 Business Address \_\_\_\_\_ Zip \_\_\_\_\_  
**Cell Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_  
**Email** \_\_\_\_\_

**Are you currently a member of a church? YES / NO (Circle One)**

**If yes, which one?** \_\_\_\_\_

**List TWO people (other than parent/guardian) who are authorized to drop-off and pick-up your child and can be contacted in case of an emergency:**

1. Name \_\_\_\_\_ Phone #'s \_\_\_\_\_  
Relationship to the child \_\_\_\_\_ Male/Female (Circle One)

2. Name \_\_\_\_\_ Phone #'s \_\_\_\_\_  
Relationship to the child \_\_\_\_\_ Male/Female (Circle One)

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only:

Room \_\_\_\_\_ Days \_\_\_\_\_ Teachers \_\_\_\_\_

## PROGRAM PLACEMENT/HANDBOOK

Please circle your child's birth month/year to determine your child's age group placement:

Young 2's: 8/21 7/21 6/21 5/21 4/21 3/21

Older 2's: 2/21 1/21 12/20 11/20 10/20 9/20

Three's: 8/20 7/20 6/20 5/20 4/19 3/19

# COPY

# COPY

2/19 1/19 12/19 11/19 10/19 9/19

Pre-K: 8/19 7/19 6/19 5/19 4/19 3/19  
2/19 1/19 12/18 11/18 10/18 9/18

Please circle your preferred classroom program according to your child's age group:

Young 2's: Mondays/Wednesdays Tuesdays/Thursdays Or all four days

Older 2's: Mondays/Wednesdays Tuesdays/Thursdays Or all four days

Young 3's: Mondays/Wednesdays Tuesdays/Thursdays Mondays/Tuesdays/Wednesdays

Older 3's: Mondays/Wednesdays Tuesdays/Thursdays Mondays/Tuesdays/Wednesdays

Pre-K: Mondays/Tuesdays/Wednesdays Mondays/Tuesdays/Wednesdays/Thursdays

Is there anything special you would like Kids Express to consider when placing your child in a classroom?

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**\*Students enrolling in our 3-year old or older program MUST be fully potty trained to attend.\***

\*\*\*\*\*

**Parent Handbook Acknowledgement:**

I acknowledge that I have access to and have read the Kids Express Parent Handbook found on the website at [www.hoffmantownchurch.org](http://www.hoffmantownchurch.org). I agree to abide by all of the policies and procedures set forth therein and I understand that failure to do so may result in the dismissal of my child(ren).

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TUITION**

**Registration Fee:**

Two's and Three's            \$100.00 per child  
Pre-K (Four's and Five's)    \$125.00 per child

The registration fee is a onetime payment that is due upon application to the program. When a child is placed on a waiting list due to lack of classroom availability the registration fee is due when the child is placed in a classroom. Registration fees are non-refundable.

**COPY**

**COPY**

2 days: \$248.00/month	2 days: \$223.00/month
3 days: \$353.00/month	3 days: \$312.00/month
4 days: \$441.00/month	4 days: \$398.00/month

August tuition is prorated to half of your normal monthly amount and is due on your child's first day of school. Then, starting in September, full monthly tuition payments are due on the first of every month and no later than the tenth of every month. May tuition is also prorated to half of your monthly amount.

Late fees will apply to tuition paid after the 10<sup>th</sup> of the month. If a child's tuition is more than 30 days past due, the child may be dis-enrolled from Kids Express. If a child has an outstanding balance at the end of the school year, the child will not be permitted to participate in the year end activities, including graduation. A two-week notice is required for disenrollment or a full month's tuition will be charged.

**A 5% discount will be applied to student tuition that is paid in full at the beginning of the school year. No discount will be offered after September 1<sup>st</sup> of the current school year.**

**Payment Options:**

- Pay online at [www.hoffmantownchurch.org](http://www.hoffmantownchurch.org)
- Deposit cash or check into the Kids Express tuition drop box. *Checks must be made out to Kids Express and must have the child's full name written in the memo section.*
- Mail payment to Hoffmantown Kids Express, 8888 Harper Dr. NE, Albq. NM, 87111

**Late Pick-up Fee:**

Parents will be considered "late" if they pick up their child ten or more minutes after 1:00pm. Late parents will be charged \$1.00 for each minute after 1:10pm. Please speak to the Director if unavoidable circumstances cause you to be late.

I agree to adhere to the above tuition and fee regulations.

**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**MEDICAL NEEDS**

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In connection with the ministry of Kids Express, I \_\_\_\_\_

"Guardian"

as parent and/or legal guardian of \_\_\_\_\_, having the authority

"Child"

to execute this document, acknowledge and agree to the following:

**(IF NO MEDICAL NEEDS, PLEASE INDICATE BY N/A, NOT APPLICABLE)**

**COPY**

**COPY**

\_\_\_\_ Medical diagnosis of \_\_\_\_\_

\_\_\_ Allergies to (including medicinal) \_\_\_\_\_

\_\_\_ Life-threatening reaction to this allergy is likely/probable\*

\_\_\_ Moderate to severe (but not a life-threatening) reaction to this allergy is likely/probable

\_\_\_ Asthma

\_\_\_ Other: \_\_\_\_\_

**2. As a result of this condition, multiple symptoms may appear, including:**

\_\_\_ Wheezing, panting, or other difficulty breathing

\_\_\_ Seizures

\_\_\_ Swelling (including restriction of airway)

\_\_\_ Discoloration of skin

\_\_\_ Other: \_\_\_\_\_

**3. In connection with this condition, I have provided the following medications and/or medical equipment:**

\_\_\_\_\_

**4. In the event that symptoms appear, I request the following course of action (check all that apply):**

\_\_\_ Locate one of the child's guardians and advise him or her of the situation.

\_\_\_ Contact emergency medical assistance by calling 911\*

\_\_\_ Treat the symptoms in the following way (describe in detail, using page 2 of this form if necessary):

\_\_\_\_\_

\*Note-If you indicate that a life-threatening reaction is likely, we will call 911 if symptoms appear, whether or not the "contact emergency medical assistance" box is checked. EMT costs will be charged to you.

**MEDICAL NEEDS**

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**5. I have included on this form a complete statement of medications, procedures, or other interventions that are required in the event of an emergency; and I will provide all medications, inhalers, injectors, or other necessary items whenever the child is participating in Kids Express activities.**

**6. I acknowledge and agree that, while Kids Express will attempt to take appropriate actions if such situations occur, Kids Express is not a medical facility and cannot be held liable for any resulting injury.**

**COPY**

**COPY**



**7. In the event that immediate medical attention is needed and neither the parents nor emergency contacts can be reached, I grant Kids Express and its agents permission to select the medical services that will provide transport and proper medical treatment for the child.**

**Preferred Medical Facility** \_\_\_\_\_

**Must provide telephone number** \_\_\_\_\_

For the child to attend Kids Express activities, the guardian acknowledges and accepts the risks of injury associated with the child's pre-existing condition while participating in Kids Express activities. The guardian also acknowledges and accepts the risks of injury or harm associated with intervention and/or treatment performed by Kids Express workers.

ACCORDINGLY, THE GUARDIAN AGREES ON BEHALF OF BOTH THE GUARDIAN AND THE CHILD, TO INDEMNIFY, DEFEND, AND HOLD HARMLESS KIDS EXPRESS AND ITS AGENTS, EMPLOYEES, VOLUNTEERS, AND OTHER REPRESENTATIVES FOR INJURY ARISING DIRECTLY OR INDIRECTLY OUT OF THE DESCRIBED MEDICAL NEEDS OF THE CHILD.

Provide any additional comments, clarification, or direction below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that the above information is complete and accurate to the best of my knowledge, and I agree to the various terms of this Medical Conditions form.

**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

MEDIA RELEASE

**COPY**

**COPY**

I do hereby release to Hoffmantown Church, its employees or agents, all rights to exhibit this work in print and/or electronic form publicly or privately and to market and/or sell copies. I waive any rights, claims or interest I may have to control the use of my child's identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording my child, either for initial or subsequent transmission or playback.

I also understand that Hoffmantown Church is not responsible for any expense or liability incurred as a result of my child's participation in this recording, including, but not limited to, medical expenses due to any sickness or injury incurred as a result.

I am the parent/guardian of the child listed below. I have read and understand the foregoing statement and am competent to execute this agreement.

**Child's Name** \_\_\_\_\_

**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_