

## **Philosophy**

Kids Castle LLC believes that every child is unique and possesses specific needs and unlimited potential. Each child exhibits a need for caring guidance and structured activities that will provide for their emotional, intellectual, social, cultural, and physical development. Kid's Castle provides a child-centered environment, along with a play-based curriculum, aimed at unlocking each child's potential in order to maximize their many talents. Our goal is to partner with the parent or guardian and their child to provide the foundation that leads to success at school, at home, and in the community.

## **Admissions**

Kid's Castle does not discriminate enrollment on the basis of race, color, gender, creed, national origin, special needs (as accommodate the needs of the child), ancestry or ability to pay. Our program is licensed by the State of Wisconsin for 155 children. A copy of this license is posted near the front door, along with a copy of the rules and regulations. This information is available at any time.

## **Registration and Enrollment**

A license issued by the State of Wisconsin is posted which dictates the terms of the license. Kid's Castle is currently licensed for 155 children. Our children are 12 months through 13 years old. Enrollment packets are available in the front office and can be picked up anytime between hours of operation. Children are accepted on a first come, first serve basis. School offices cannot accept registration. All information is confidential and will not be sold or used for purposes other than clerical needs.

All new enrollments must pay a non-refundable registration fee per child each school year and summer camp session. Each following fall registration fee will be waived for families that attend year round.

*Please note: Families with remaining balances must make payment arrangements prior to enrolling for the next session.*

## **Enrollment Packets**

Each child enrolled will have a folder with the following forms completed and on file:

- Kid's Castle Enrollment Form
- Parent Participation Agreement
- Health History and Emergency Care Plan
- Day Care Immunization Record
- Intake Form for 2 years of Age and Under

It is the responsibility of the parents to have these forms turned in and to notify the administration of any changes in address, phone numbers, work numbers, emergency contacts, health issues, and any other pertinent information including child custody paperwork through the court system. It is essential all information stay current.