



802 S. Beckley Ave Dallas, TX 75203

Phone: (214) 948-4951

Precious Kargo Academy

PARENT HANDBOOK

Mission Statement: Our mission at Precious Kargo Academy is to foster intellectual, academic, social, emotional and physical growth through developmentally appropriate curriculums. We will meet and community as a partners' in education. Together, we will expand opportunities for our children to become responsible adults and life-long learners in our diverse changing world.

Curriculum: Precious Kargo Academy curriculum is designed with the child in mind and provides a variety of activities to stimulate the child to make choices. It offers hands on small and large group experiences and developmentally age appropriate. Special attention is given to social and emotional growth of each child.

Hours of Operation: Precious Kargo Academy operates 24/7 for children aged 6 weeks to 12 years.

In order to receive the full benefit of our program, children are encouraged to be in attendance by 9:30am. A \$10.00 late fee will be automatically charged up into an hour after scheduled pick up time and a \$1.00 per minute after that (per child). This extra fee will need to be paid at the time of pick up to the staff member who has stayed with your child or children. A child must not be in our care for more than 10 consecutive hours.

Holiday closing schedule:

January 1 st	(New Year's Day)
January 15 th	(MLK)
May 28 th	(Memorial Day)
September 1 st	(Labor Day Observance)
September 3 rd	(Labor Day)
November 22 nd -24 th	(Thanksgiving Day/Weekend)
December 24 th -25 th	(Christmas Eve/Day)
December 29 th	
December 31 st	(New Year's Eve)

Trial Period: Precious Kargo Academy understands that every child may not be a fit for our program; therefore, a two-week trial period will be allowed from the date child care begins. If the child care arrangements are not mutually satisfactory, either the parent or the Center may terminate this agreement with a 24-hour notice. All fees paid are non-refundable.

Summer Care Program: Summer Camp is offered from June through August. Regular tuition payments are due. There will be a weekly tuition fee of \$120. This fee will cover all field trips, in house activities and summer fun throughout the summer.

Parent Participation: Parent participation is a vital part of the success of Precious Kargo Academy. Parents are always welcome to volunteer. If you wish to volunteer, please see the Director and pick up a volunteer form. As a safety precaution for your child and all children attending Precious Kargo Academy, ALL volunteers are required to be screened and are required to have a criminal background investigation conducted.

In addition, should you have any concerns regarding policies or any other concerns at the center, please schedule an appointment with the Director or the Office Manager as soon as possible. You may also email them at preciouskargoacademy@yahoo.com

NOTE: As a safety precaution for your child and all children attending Precious Kargo Academy ALL volunteers are required to be screened and are required to have a criminal background investigation conducted.

Enrollment Forms: Precious Kargo Academy must have all necessary documents complete and on file before any child can be admitted, no exceptions will be made. Enrollment is contingent upon receipt of the complete enrollment application, including the signed fee agreement and signed parent handbook/ operational policy receipt, registration fee, immunization records and health statements. All enrollment papers must be approved by the Director for any information that might be up to date and current for your child's safety.

Parent can apply for enrollment of their child at Precious Kargo Academy by completing the Enrollment Application and paying the \$60.00 non-refundable enrollment fee.

Continued enrollment at Precious Kargo Academy is contingent upon the parent's, emergency contact persons', child's adherence to the policies and procedure of Precious Kargo Academy as outlined in this handbook of policy and procedures including, but not limited to, timely payments of all fees and tuition.

Supply and Activity Fee: A \$25.00 per child fee for our preschool program is due September 1st for the Fall Semester and February 1st for the Spring Semester, to allow your child to participate in the daily lessons from their own curriculum books and weekly themed creative arts.

Tuition Policy: All tuition is due Monday of the same week. Tuition not paid by Monday evening you will receive a \$20.00 late fee. If fees are unpaid 3 days after the due date, your child will not be admitted until full payment is made. Tuition is the same whether your child is in attendance 1 day or 5 days. There are not exceptions to the tuition policy. This policy also includes weeks with holidays. Children services will be terminated if payment is not received by the following Friday, including late fees.

There is a \$50.00 returned check fee. After the 1st returned check, you will only be allowed to pay your account with certified funds for 6 months. **NO EXPECTATIONS!**

Parents are responsible for the quoted tuition whether a child is in attendance all or part of the week and all late fees apply. Such actions are necessary to hold your child's spot in our center so that we can provide optimum care for your child.

Inclement Weather : In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by Precious Kargo Academy's group texting or calling the center location and there will be a message on voice mail. We will also follow Dallas ISD Inclement Weather policy and notify WFAA/NBC 5 of Inclement Closures.

Should Precious Kargo Academy need to close in the middle of the day, staff will attempt to reach the children parents first to arrange for pick up. If we are unable to reach the parents, the persons listed on emergency contact form will be contacted until pick up arrangements can be made.

Staff will notify the parents and emergency contact person at the time of the call; of the pickup location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 days. If the closure extends beyond 10 days, parents will have their tuition reduced.