

# KID'S CASTLE- BEFORE & AFTER SCHOOL PROGRAM

## 2015-2016 SCHOOL YEAR REGISTRATION PAPERWORK

*The following completed forms and the registration fee are due a minimum of 3 business days before your child may start the program.*

1. Arrival/Release Agreement
2. Attendance and Payment Contract
3. Child Enrollment and Health History Form
4. Field Trip Permission Slip & General Media Release Form
5. Child's Immunization Record- [www.dhfs.wisconsin.gov](http://www.dhfs.wisconsin.gov)



Please review and keep the Program Information/Guidelines Document in this packet.

### **REGISTRATION FEE (NON-REFUNDABLE):**

Forms and fee received by July 15th= \$45.00 per child. Forms and fee received after July 15th= \$55.00 per child. Incoming kindergarten student's forms and fee received by August 21<sup>st</sup>= \$45.00 per child.



**NEW-** If your child participates in the Kid's Castle School Age 2015 Summer Camp (Nash or Whittier locations only) and the registration fee has been paid for that program, then your child's Kid's Castle Before & After School Program 2015-2016 School Year Registration Fee will be \$30.00 if forms and fees are received by July 15<sup>th</sup>.

**PROGRAM REQUIREMENTS:** Please note that you must meet the 2 day per week minimum unless you are signing up for a minimum of 2 half day (early release) Fridays per month or signing up for drop in services (higher daily rates apply for drop in services- please see attached pricing sheet).

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

**Child's School Name:** \_\_\_\_\_

**Parent's Email Address:** \_\_\_\_\_

Kid's Castle Before & After School Program Office  
4217 Green Bay Road  
Kenosha, WI 53144

**Please contact us with any questions at 262-652-8287!**

## KID'S CASTLE ARRIVAL / RELEASE AGREEMENT

**Instructions:** Complete this form for placement in the child's file when the child will arrive at the center from school, home or other activities, or depart from the center to go to school, home or other activities, and the child will not be accompanied by a parent or other previously authorized person or transported by the center.

- Complete the Arrival Instructions Section IF your child only attends the Kid's Castle **After School** Program.
- Complete the Release Instructions Section IF your child only attends the Kid's Castle **Before School** Program.
- Complete both the Arrival and Release Instructions IF your child attends **BOTH** the Kid's Castle **Before & After School** Programs.
- Complete the Kid's Castle Transportation Section if your child attends the Kid's Castle **After School Program at the North Side location.**

**Please note:** If your child attends any extracurricular activities (such as Safety Patrol, tutoring, Choir, Boy/Girl Scouts, etc.) during Kid's Castle Before & After School time an additional form published by the Wisconsin Department of Children and Families called Alternate Arrival / Release Agreement- Child Care Centers will be required.

### \*ARRIVAL INSTRUCTIONS

My child, \_\_\_\_\_, will arrive at Kid's Castle After School Program from School/Classroom by way of walking at school's dismissal time on the days indicated on the Kid's Castle attendance sheet. I understand that my child will arrive to the Kid's Castle After School Program without center supervision.

### \*RELEASE INSTRUCTIONS

My child, \_\_\_\_\_, will leave Kid's Castle Before School Program by way of walking to go to the school play yard where KUSD school supervision is available (approximately 10 minutes before school start time) on the days indicated on the Kid's Castle attendance sheet. I understand that my child will travel to this destination with center supervision.

### \*KID'S CASTLE TRANSPORTATION

My child, \_\_\_\_\_, will arrive at the Kid's Castle After School Program- North Side (4211 Green Bay Road) by way of Kid's Castle Bus or First Student Bus on the days indicated on the Kid's Castle attendance sheet. I understand that my child will walk from their school building to the bus unescorted and enter the Kid's Castle building unescorted.

### SPECIAL INSTRUCTIONS:

I UNDERSTAND THAT I AM RESPONSIBLE FOR NOTIFYING KID'S CASTLE OF ANY CHANGES TO THE ATTENDANCE AGREEMENT, SUCH AS DAYS WHEN MY CHILD IS ILL OR VACTION DAYS.

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(Parent Signature)

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(Date)

# KID'S CASTLE SCHOOL AGE PROGRAMS

## 2015-2016 SCHOOL YEAR ATTENDANCE AND PAYMENT CONTRACT

CHILD'S NAME: \_\_\_\_\_

1. I agree to sign up and pay for at least 2 days each week (exceptions are weeks that are partial weeks or weeks that have full days of care or Kid's Castle is closed), or sign up for at least 2 half (early release) days per month to meet the minimum program requirements. If I cannot provide a whole month's calendar by the specified due date and/or I need infrequent childcare services, I agree to sign up for the drop in childcare service option. I understand and agree to pay the higher daily drop in service rates for this option. I also understand that I will need to call in advance to make sure there is space available to add my child to the program for the day and that childcare services are not guaranteed. **Based on the above information, I am going to be utilizing the drop in service option \_\_\_\_\_ (yes or no).**
2. I understand registration fees are non-refundable and are due at time of registration.
3. I must provide my child's immunization record and all required registration paperwork. I understand that it is my responsibility to keep my child's paperwork current. If any changes occur, I will notify the program office and the Kid's Castle site staff in writing of these changes (for example: changes in phone numbers, address, child's allergy or special concerns, emergency contact or authorized pick up information, etc.)
4. I agree to turn in my monthly calendar with payment of contracted fees paid in advance by the specified due date. If the calendar is not turned in on time and/or payment is not received, I understand that Kid's Castle may immediately withdraw my child from the program.
5. Kid's Castle may charge a \$20.00 late fee at the end of each month when payment is late.
6. I understand that I am required to pay for all my child's scheduled days per their monthly calendar even if my child does not attend the program on a scheduled day. **We do not refund money or switch days for days your child was scheduled but did not attend. I am aware that if I need to change my scheduled days, I will be charged additionally for the new scheduled days.**
7. I understand I will not receive adjustments in fees for absences or illnesses.
8. I understand that Kid's Castle Before School Program will open at 6:30 a.m. at each location that has a morning program except Roosevelt. Roosevelt will open at 6:45 a.m. All After School Program locations and Full Day of Care locations close at 6 p.m. In the event that I pick up my child after the closing time of 6:00 p.m., a late fee of \$5.00 for every 5 minutes will be applied to my account.
9. I am aware that I need to provide a nutritious lunch on ½ days or full days of care. If lunch has to be provided by Kid's Castle, my account will be charged a \$5.00 Lunch Fee.
10. I am aware that my child must be signed in and signed out from the program every day using actual times and by providing a signature.
11. I am aware that I need to call the Kid's Castle School Age Program and report an absence every day that my child will be absent from the program. I understand that I am responsible for notifying Kid's Castle of any changes to the monthly attendance calendar, such as days when my child is ill or when my child will not be attending the program as scheduled.

# KID'S CASTLE SCHOOL AGE PROGRAMS

## 2015-2016 SCHOOL YEAR ATTENDANCE AND PAYMENT CONTRACT

12. I understand that my account must be kept current otherwise Kid's Castle School Age Programs reserves the right to terminate childcare services for my child and may withdraw my child from the program effective immediately. If it becomes necessary to send your account to a collection agency, we may charge you a \$15.00 Collections Fee.
13. I understand that there is an additional charge of \$30.00 for each Returned Item Fee that is returned to us from the bank for any reason such as insufficient funds, stop payments, etc.
14. I am aware that I need to review the 2015-2016 Kid's Castle School Age Programs Policy Book for additional fees and policies that may apply.
15. I understand that Kid's Castle has a minimum number of students it needs per day to operate a program or provide transportation services to or from a school. If the number of students per day requirement is not met, I understand Kid's Castle may discontinue child care and/or transportation services within 2 weeks after notification to parents.
16. I agree to give Kid's Castle School Age Program at least two weeks written notice if I wish to withdraw my child from the program. If two weeks written notice is not given, my account may be charged an additional two weeks of scheduled attendance.
17. My child's enrollment in the Kid's Castle School Age Programs may be terminated for failure to abide by this contract, failure to pay required fees by specified due dates, failure to follow center policies and procedures as outlined in the 2015-2016 Kid's Castle School Age Programs Policy Book or failure to comply with DHFS license requirements.
18. I am part of the State's Wisconsin Shares Program \_\_\_\_\_ (yes or no). If yes, I have notified the state that my child will be attending the Kid's Castle Before and After School Program. I understand that I am financially responsible for all charges if I do not qualify for Wisconsin Shares Program or my authorization ends. If I am eligible for the Wisconsin Shares Program, I will be financially responsible for all the charges that are not paid through the Wisconsin Shares Program.

**I have read, understand, and agree to abide by all the above information.**

X \_\_\_\_\_

**Parent (Guardian) Signature**

\_\_\_\_\_ **Date**

I had the opportunity to read the 2015-2016 Kid's Castle School Age Program Policies Book and agree to abide by policies stated therein, including all fee/payment policies, regardless if I have decided not to read the 2015-2016 Kid's Castle School Age Program Policies Book.

X \_\_\_\_\_

**Parent (Guardian) Signature**

\_\_\_\_\_ **Date**

**For program planning purposes: Will your child be attending the Kid's Castle Program in the AM, PM, or Both and what days of the week?**

### Child Enrollment and Health History – Certified Child Care

**Use of form:** Use of this form is voluntary. However, completion of this form meets the requirements of DCF 202.08(9)(d), 202.08(12)(f) and DCF 202.09(7)(b). If you are both certified and licensed family child care, you are required to use the forms *DCF-F-CFS0062 Child Care Enrollment* and *DCF-F-CFS2345 Health History and Emergency Care Plan*. Failure to comply with program regulations may result in the issuance of a noncompliance statement. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

**Instructions – Parent / Guardian:** The parent / guardian shall fill out the form completely, sign it and submit it to the certified provider prior to the child's first day of attendance. Do not leave any fields blank, if they do not apply, enter "N/A" or "none." The parent / guardian should maintain ongoing communication with the child care to ensure the information on this form is kept current. When enrolling a child under two years of age, a completed *DCF-F-CFS0061-E Intake for Child Under 2 Years – Child Care Centers* must also be on file prior to the child's first day of attendance.

**Instructions – Child Care:** The completed and signed form shall be obtained prior to the child's first day of attendance, maintained in the child's file on the premises, and available for review by the regulating agency. Review the form to ensure that no fields have been left blank. Pay particular attention to the Birthdate and First Day of Attendance fields, and check to ensure that the form has been signed by the parent and dated. The child care shall maintain a system of communication with the parent / guardian to ensure the information on this form is kept current. A section is available at the end of this form where the child care may record the dates they reviewed or updated the information on the form. When enrolling a child under two years of age, a completed *DCF-F-CFS0061-E Intake for Child Under 2 Years – Child Care Centers* must also be on file prior to the child's first day of attendance.

**A. CHILD INFORMATION**

Name (Last, First, MI)	Birthdate (mm/dd/yyyy)	First Day of Attendance
Address – Home (Street, City, Zip Code)		Telephone Number

**B. PARENT OR GUARDIAN -- All parents / guardians are permitted to visit during center hours and are allowed to pick up the child unless access is prohibited or restricted by a court order. Attach court order, if any.**

1. Name and Relationship to Child	Email Address Where Reachable While Child is in Care
Home Address (Street, City, State, Zip)	Home / Cell Phone No.
Does child reside at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No	Place of Employment and Work Phone No.
2. Name and Relationship to Child	Email Address Where Reachable While Child is in Care
Home Address (Street, City, State, Zip)	Home / Cell Phone No.
Does child reside at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No	Place of Employment and Work Phone No.

**C. AUTHORIZED PERSONS -- Persons other than parents / guardians who are authorized to pick up the child or accept the child if dropped off. If no one, write "None."**

1. Name and Relationship to Child	Home / Cell Phone No.
Email Address Where Reachable While Child is in Care	Place of Employment and Work Phone No.
2. Name and Relationship to Child	Home / Cell Phone No.
Email Address Where Reachable While Child is in Care	Place of Employment and Work Phone No.

# Kids Castle Before & After School Program

## 2015 - 2016 DAILY PRICING RATES

**\*\*Pricing is subject to change once the 2015-2016 hours of the school day is published by KUSD\*\***  
**10% Sibling Discount off each additional child**

School	Transportation	BEFORE SCHOOL	1ST HOUR ONLY AFTER SCHOOL (Does not apply to 1/2 days)	AFTER SCHOOL (Does not apply to 1/2 days)	FIRST 4 HOURS OF 1/2 DAY (Friday Early Releases and other 1/2 Days)	FULL 1/2 DAY (Friday Early Releases and other 1/2 Days)	FULL DAY OF CARE (WHEN THERE IS NO SCHOOL)
Bose	At School	X	\$8.25	\$11.50	\$14.50	\$20.75	\$34.50
Grewenow	At School	X	\$8.25	\$11.50	\$14.50	\$20.75	\$34.50
Jeffery	At School	X	\$8.25	\$11.50	\$14.50	\$20.75	\$34.50
McKinley	At School	X	\$8.25	\$11.50	\$14.50	\$20.75	\$34.50
Nash	At School	\$6.75	\$8.25	\$11.25	\$14.50	\$20.50	\$34.50
Roosevelt	At School	\$6.25	\$8.25	\$11.25	\$14.50	\$20.50	\$34.50
Vernon	At School	opens at 6:45am	\$8.25	\$11.00	\$14.50	\$20.25	\$34.50
Whittier	At School	\$7.00	\$8.25	\$11.50	\$14.50	\$20.75	\$34.50
North Side Location							
Stocker	First Student	X	\$8.25	\$11.50	\$14.50	\$20.75	\$34.50
Somers	Kid's Castle Bus	X	\$8.25	\$11.25	\$14.50	\$20.50	\$34.50
Harvey	Kid's Castle Bus	X	\$8.25	\$11.50	\$14.50	\$20.75	\$34.50
Curtis Strange	Kid's Castle Bus	X	\$8.25	\$11.25	\$14.50	\$20.50	\$34.50

\*\*\*PRICING IS SUBJECT TO CHANGE\*\*\* \*\*\*\* Also programs may be cancelled (with two weeks notice) if number of children per day requirement is not met.\*\*\*\*

**DROP IN RATES:** AM= \$8.25 PM= \$14.00 1/2 Day= \$24.00 Full Day of Care= \$40.00  
 Drop in care is defined as a family who cannot give us a whole monthly schedule by the specified due date or a family that does not meet the minimum scheduled attendance requirements of the program. In both of these cases, then the higher drop in rates are charged for child care services.

**D. EMERGENCY CONTACT** – The person to be notified in an emergency when parents / guardians cannot be reached.

Yes  No This person is authorized to pick up the child.

Name and Relationship to Child

Home / Cell Phone No.

Email Address Where Reachable While Child is in Care

Place of Employment and Work Phone No.

**E. PHYSICIAN OR MEDICAL FACILITY**

Name

Address (Street, City, State, Zip Code)

Telephone Number

**F. HEALTH HISTORY AND EMERGENCY CARE PLAN** If available, attach any health care plan information from the child's physician, therapist, etc.

1.  Yes  No Does your child have any special medical condition? If Yes, check all that apply.

Milk allergy. If a child is allergic to milk, attach a statement from the medical professional indicating the acceptable alternative.

Food allergies – Specify food(s):

Gastrointestinal or feeding concerns including special diet and supplements. If the child has a medical condition, excluding food allergy, that requires a special diet including nutrient concentrates and supplements, attach the written authorization from the child's physician.

Non-food allergies – Specify:

Any disorder including Cognitively Disabled, LD, ADD, ADHD, or Autism

Asthma

Cerebral palsy / motor disorder

Diabetes

Epilepsy / seizure disorder

Other condition(s) requiring special care – Specify:

2. Triggers that may cause problems – Specify.

3. Signs or symptoms to watch for – Specify.

4. Steps the child care provider should follow. If prescription or non-prescription medication is necessary, parental authorization is required and should be attached. The form DCF-F-CFS0059-E Authorization to Administer Medication – Child Care Centers may be used by certified programs to comply with DCF 202.08(4)(f).

5. When to call parents regarding symptoms or failure to respond to treatment.

6. When to consider that the condition requires emergency medical care or reassessment.

7. Additional information that may be helpful to the child care provider.

**G. AUTHORIZATION – SUNSCREEN / INSECT REPELLENT** – If provided by the parent / guardian, the sunscreen or insect repellent shall be labeled with the child's name. Authorizations shall be reviewed periodically and updated as necessary.

	Sunscreen Brand Name	Ingredient Strength
1. <input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to apply sunscreen to my child.		
<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to allow my child to self-apply sunscreen.		
2. <input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to apply repellent to my child.	Repellent Brand Name	Ingredient Strength
<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to allow my child to self-apply repellent.		

**H. AUTHORIZATION – EMERGENCY MEDICAL TREATMENT**

Yes  No I hereby give my consent for emergency medical care or treatment to be used only if I cannot be reached immediately.

**I. AUTHORIZATION – FIELD TRIPS / TRANSPORTATION**

- Yes  No I give permission for my child to be transported to and from the center.
- Yes  No I give permission for my child to participate in  Transported  Walking field trips and other activities during operating hours.
- Yes  No I hereby give permission for my school-aged child to enter a building unescorted.

**J. ATTESTATION**

- Yes  No I have had an opportunity to review the policies of this child care center and a summary of the Wisconsin rules, DCF 202, governing certified child care programs.
- Yes  No I have been informed of the number of pets in the center and their degree of contact with the enrolled children. Note: If pets are added after a child is enrolled, parents shall be notified in writing prior to the pet's addition to the center.

**K. SIGNATURE**

SIGNATURE – Parent or Guardian

Date Signed

Review dates:



**Field Trip Or Other Activity Notification / Permission -  
 Child Care Centers**

Use of form: Use of this form is voluntary; however, completion of this form meets the requirements of DCF 250.04(8)(a)2., DCF 251.04(4)(a)4. and 251.04(5)(a)4., and DCF 252.41(4)(a)4. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes]. This form may be used both to notify parents of the specific date, time and destination of field trips which require the use of a vehicle and to obtain parental authorization for a child to participate in and be transported to and from a field trip. Note: The Child Care Enrollment form also contains a section for obtaining authorization from a parent to participate in field trips if the center chooses to use that form.

Instructions: Complete the form and submit to the parents / guardians for their signature prior to the date of the upcoming field trip.

Name - Center or Day Camp Kid's Castle Before & After School Programs		Name - Child	
Date(s) - Field Trip or Other Activity To Be Determined	Departure Time To Be Determined	Estimated Return Time To Be Determined	
Destination  To Be Determined		Type of transportation: <input checked="" type="checkbox"/> Center vehicle <input checked="" type="checkbox"/> Parent / volunteer vehicle <input checked="" type="checkbox"/> Contracted vehicle <input checked="" type="checkbox"/> Public transportation	
Name - Center or Day Camp Kid's Castle Before & After School Programs			
I authorize the facility listed above to take my child on a field trip or other activity on the date(s) indicated.			
SIGNATURE - Parent or Guardian		Date Signed	

**GENERAL MEDIA RELEASE FORM**

**KID'S CASTLE BEFORE & AFTER SCHOOL PROGRAM**

1. I, the undersigned, hereby authorize Kid's Castle Before & After School Program to photograph my child/children, take motion pictures of my child/children, take videotapes of my child/children, and/or make electronic sound recordings of my child/children (herein referred to as photographic or electronic reproductions).
2. I authorize the use of any such photographic or electronic reproductions of my child/children for any purpose, including, but not limited to educational and other public media as may be deemed appropriate by Kid's Castle Before & After School Program.

Agreed and Accepted By:

Parent/Guardian's Name (please print): \_\_\_\_\_

Children's Names: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

# Kids Castle Before & After School Program

## 2015 - 2016 DAILY PRICING RATES

**\*\*Pricing is subject to change once the 2015-2016 hours of the school day is published by KUSD\*\***  
**10% Sibling Discount off each additional child**

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Bose	At School	X	\$8.25	\$11.50	\$14.50	\$20.75	\$34.50
Grewenow	At School	X	\$8.25	\$11.50	\$14.50	\$20.75	\$34.50
Jeffery	At School	X	\$8.25	\$11.50	\$14.50	\$20.75	\$34.50
McKinley	At School	X	\$8.25	\$11.50	\$14.50	\$20.75	\$34.50
Nash	At School	\$6.75	\$8.25	\$11.25	\$14.50	\$20.50	\$34.50
Roosevelt	At School	\$6.25	\$8.25	\$11.25	\$14.50	\$20.50	\$34.50
Vernon	At School	opens at 6:45am	\$8.25	\$11.00	\$14.50	\$20.25	\$34.50
Whittier	At School	X	\$8.25	\$11.50	\$14.50	\$20.75	\$34.50
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Somers	Kid's Castle Bus	X	\$8.25	\$11.25	\$14.50	\$20.50	\$34.50
Harvey	Kid's Castle Bus	X	\$8.25	\$11.50	\$14.50	\$20.75	\$34.50
Curtis Strange	Kid's Castle Bus	X	\$8.25	\$11.25	\$14.50	\$20.50	\$34.50

\*\*\*PRICING IS SUBJECT TO CHANGE\*\*\* \*\*\*\* Also programs may be cancelled (with two weeks notice) if number of children per day requirement is not met. \*\*\*\*

**DROP IN RATES: AM= \$8.25 PM= \$14.00 1/2 Day= \$24.00 Full Day of Care= \$40.00**  
 Drop in care is defined as a family who cannot give us a whole monthly schedule by the specified due date or a family that does not meet the minimum scheduled attendance requirements of the program. In both of these cases, then the higher drop in rates are charged for child care services.

# KID'S CASTLE-BEFORE & AFTER SCHOOL PROGRAM

## 2015-2016 GENERAL INFORMATION & GUIDELINES

### HOURS OF OPERATION-

**Before School:** Opens at 6:30 a.m. (all programs that have before school programs except Roosevelt). Roosevelt site opens at 6:45 a.m.

On-site children are released onto the school playground approximately 10 minutes before school starts or when there is KUSD elementary school teacher supervision on the playground. If there is a before school program at the Kid's Castle Green Bay Road location, the morning program ends either when the students are picked up by their First Student Bus or when they are dropped off at their school site by the Kid's Castle Bus.

**After School:** Open until 6:00 p.m.

The Kid's Castle Before & After School Program Office is located at 4217 Green Bay Road (next to Barth Storage Facility and across the driveway from the Kid's Castle Preschool). We are typically staffed Monday – Friday from 12 p.m. until 6 p.m. and can be reached at 262-652-8287.

### MONTHLY CALENDARS-

**A monthly calendar needs to be accurately filled out online or returned to us with prepayment for the entire month's childcare services by the specified due date.** Please remember the days you select on the calendar are the days you are billed for (**no refunds and no switching of dates**). Please contact our administrative office if you need to add care for any additional days after your calendar has already been submitted. You will be billed for any additional dates and times. If a major change occurs to your monthly calendar, for example a permanent work schedule change or other extenuating circumstances, please contact the administrative office **immediately** at 262-652-8287.

If you do not turn in a monthly calendar by the due date, your child will be withdrawn from the program as of 6 p.m. on the last day of the current month. For example, if the May Calendar is due April 23<sup>rd</sup> and is not turned in by the parent, then the child will be automatically withdrawn from our program as of 6 p.m. on April 30<sup>th</sup>. If your child arrives to our program and we did not receive a monthly calendar, we will escort your child to the school office and release them to the school office staff to have the school follow their KUSD school procedures for students who are not picked up at school dismissal. If you would like to re-enroll your child in our program at a future date, please contact our office to discuss.

Our program requires that you sign up for a minimum of 2 days per week (exceptions are weeks that are partial or weeks that include full days off of school or when Kid's Castle is closed) unless you are signing up for at least two of the ½ day (early release) Fridays or the drop in service option.

Drop in childcare services is an option available to our families. If you cannot provide a whole month's calendar a month in advance, or do not meet the program's minimum schedule requirements stated above, or if you need infrequent childcare services, then you will be designated as a drop in service program participant. Drop in services have higher daily rates as outlined on the pricing sheet in the registration packet. Drop in service requires that you call in advance to make sure we can accommodate adding your child to the program for the day. If we can add your child to the program for the day, then your account will be charged the drop in service rates. Please note that it is not guaranteed that we can add your child for the day until you speak with someone from the program administrative office to verify if there is space available at the program that particular day.

If you need to withdraw your child from the program, we require that you give us 2 weeks written notice. If 2 weeks notice is not given, you may be billed for an additional 2 weeks of childcare even if your child did not attend our program during that time.

**The AM Program opens at 6:30 a.m. for locations that have a before school program (6:45 a.m. at the Roosevelt location).** Please escort your child into the building and sign them in on the attendance sheet. A morning snack will be offered at the before school program until a specific time (please speak with the morning staff to determine the specified time for your child's site). KUSD may offer an optional breakfast program at the site for a cost to be determined by them and paid directly to them. If you want

your children to participate in the KUSD Breakfast Program, please notify the Kid's Castle before school program staff at your child's site.

**The 1st Hour option means that you must pick up your child from our program within 1 hour from school dismissal time.** For example, if you select the 1st Hour option and your child attends Whittier: Whittier's school day ends at 2:25 p.m., you must pick up your child by 3:25 p.m. otherwise you will be billed an additional \$3.25.

**The PM option means that you will pick up your child by 6 p.m., but after the 1<sup>st</sup> hour when school is dismissed.**

**Full Day of Care is generally available when KUSD schools are closed and Kid's Castle Before & After School Program is open.** On these days, the program is available at 4211 Green Bay Road from 6:30 a.m. until 6:00 p.m. It is the parent's responsibility to drop off and pick up their child from this site. You must sign up for these days in advance on your monthly calendar as staffing and activities are planned based on the number of children signed up. During full days of care, your child needs to bring a bag lunch. If children do not have lunches, food will be provided and your account will be charged a \$5.00 Lunch Fee.

### **PAYMENTS**

**Payment is due for the entire month when you turn in the completed calendar.** Payment can be made online (through iCare Parent Portal) by a credit card (additional fee charged for this form of payment) or by ACH. If paying by check, please make checks out to *Kid's Castle Before & After School Program*. In the memo section of the check, please include your child's name to make sure your account is credited properly. Payment made by check may be given to the Kid's Castle Staff at your child's school. If you prefer to pay cash, please pay at our Kid's Castle Administrative Office so a receipt can be provided to you. If you need receipts for any type of payment, including checks, on a regular basis (other than the monthly invoice you receive), please contact us at 652-8287 to make this special request. Please note that the sibling discount is given on the child who has the least scheduled attendance if the siblings have different monthly calendars. For example the first child with 10 days scheduled attendance will be full price and the sibling with 7 days scheduled attendance will be given the sibling discount.

Accounts not kept current may incur late fees, and the student may be discharged from the program. If it becomes necessary to send your account to a collection agency, your account will be charged a \$15 collection services fee.

### **AUTHORIZED DESIGNEES**

A parent or authorized designee (who is authorized on your registration paperwork) will need to sign your child out from the after school program by signing an accurate time and their name on the attendance sheet. If someone not listed on the application paperwork is going to pick the child up from the program on a specific day, a parent must let the appropriate site know in advance. This individual will need to present a valid ID with picture (ie: drivers license) to the teacher to be allowed to pick up and sign the child out from the program. Please make sure you communicate this information to the individual so they bring the correct information with them.

If you know you will be running late (6 pm or later) for picking up your child from the program, please call the site to let them know. If you are going to be later than 5 minutes, please contact a different authorized individual to pick up your child from the program. If you are chronically picking your child up after 6 pm or are excessively late on an evening, additional late pick up fees may apply and/or your childcare services may be terminated.

### **ABSENCES-**

If your child is scheduled to be at Kid's Castle Before/After School Program on a particular day and is not going to be coming to the program that day, you will need to contact the Kid's Castle Before/After School Program Staff at your child's site in advance. If your child is going to be absent from school, you will need to contact both the school office and the Kid's Castle site staff to let them know. **Money is not refunded for days your children did not attend the program but were scheduled to be there.**

**Please review the Kid's Castle Before and After School Program Policy Book located at each of our program sites for more detailed information and additional policies and procedures that apply.**