

Kitty's Kids at Shady Grove, Inc.

**Located in Shady Grove United Methodist Church
(8209 Shady Grove Road)
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Registration Packet for 2014-2015 School Year (Preschool children)

Kitty's Kids at Shady Grove, Inc. is a religiously exempt child care center.

Kitty's Kids at Shady Grove, Inc.
Preschool Tuition and Fees
2014-2015 School Year

Registration Fee: \$75 due annually upon enrollment. This fee is only refundable if the class for which you enrolled is not offered for any reason.

Preschool Program runs September 2014 – May 2015 from 9:00 am – 12:00 pm and follows the Hanover County School Schedule for closing dates. Tuition is due monthly in advance on the 25th of the preceding month.

**In order to enroll for the 3/4 Year Old Class, the child's birth date must be before Oct. 1, 2011
In order to enroll for the 4/5 Year Old Class, the child's birth date must be before Oct. 1, 2010**

***Our tuition rates and fees may increase upon approval by the Board of Directors in March; the new rates would become effective on June 16, 2014 (start of Summer Camp 2014).**

Current Tuition for 2014-2015 Preschool Program (due monthly):

Four Day (T-F) Preschool (4/5 Year Old Children)	\$188
Three Day (MWF) Preschool (4/5 Year Old Children or 3/4 Year Old Children)	\$160
Two Day (WF) Preschool (3/4 Year Old Children)	\$137

Activity Fees for 2014-2015 (due September 2014 and January 2015)

Four/Five Year Old Classes	\$30
Three/Four Year Old Classes	\$30

Drop-in Fees (based on approval by the Director):

Full Day (over 5 hours)	\$40
Half Day (less than 5 hours)	\$20

*Effective June 16, 2008, late fees will now be applied to outstanding Drop-in Fees. All tuition for Drop-in children is due by the Friday of the current week of attendance. If the Drop-in Fees are not paid by that Friday; a late fee of \$5 will be added to your account.

Multiple Child Discount:

Discounts are given to families with more than one child enrolled at the same time. The family will receive a 10% discount off tuition of the second, third, etc. child enrolled. The child with the highest tuition rate will pay the full price and the discount will be extended to all other children. Activity fees and Registration fees will not be discounted.

Shady Grove Member Discount:

Any child whose parent/guardian is a member of Shady Grove UMC will receive a 10% discount towards tuition. Also, a \$20 credit will be applied to the Registration fee if the child is registered by May 31, 2014.

Military Discount:

Any child whose parent/guardian is an active member of any military service will receive a 10% discount towards tuition. Proper documentation of membership must be provided to the office to receive this discount.

Kitty's Kids at Shady Grove, Inc.

Philosophy

He said to the disciples, "Let the children come to me, and do not stop them, because the Kingdom of God belongs to such as these." Mark 10:14

Kitty's Kids at Shady Grove, Inc. is an outreach ministry of Shady Grove United Methodist Church. Kitty's Kids is offered for children ranging from 3 years old through 5th grade. Kitty's Kids accepts all of God's children of all races, gender, color and national or ethnic origin. Kitty's Kids recognizes that in the world we live today, parents need a secure environment where their children can grow and develop socially, emotionally, physically, and spiritually. As servants of Christ, the Kitty's Kids staff creates a loving and nurturing Christian atmosphere.

Registration Information

Enclosed you will find a registration form and guidelines for registering your child. For ease in the registration process, the Kitty's Kids administration asks that you follow these instructions and complete all forms at your earliest convenience. However, all the forms and necessary paperwork must be filed prior to your child's start date.

- ✚ Children, even those currently enrolled, must be registered for each program offered by Kitty's Kids. In order to register, a parent/guardian must complete and turn in the appropriate registration form for each child.
- ✚ A registration fee of \$75 **annually** is due for each child. The payment of this fee and the receipt of the completed registration form secures your child's space for the upcoming program. Registration fees are not refundable should your child not attend the program. Children will be enrolled on a first come/first served basis. Your child will not be enrolled in a class until the registration fee has been paid.
- ✚ Tuition fees and activity fees must be paid by the dates and the amounts specified in the rate schedule to maintain your child's enrollment.
- ✚ A copy of the child's certified birth certificate must be provided. This information will be maintained in the child's file as proof of the child's identity.
- ✚ A copy of the parent/guardian's insurance card is required as proof of medical coverage. In the event an emergency takes place, Kitty's Kids will have this proof to see that medical attention is given to your child.
- ✚ The Health & Emergency Information Record (page 5) must be completed and a copy of the child's up-to-date Immunization Records must be provided prior to a child's first day of attendance. In addition, these records must be kept accurate at all times.

Kitty's Kids at Shady Grove, Inc.

Preschool Program Registration Form

Preschool will run September 2014 – May 2015 from 9:00 am – 12:00 pm; following Hanover County Public Schools Closing Schedule

In order to enroll in the 4/5 Year Old Class, the child's birth date must be before Oct. 1, 2010

In order to enroll in the 3/4 Year Old Class, the child's birth date must be before Oct. 1, 2011

I am registering my child for the following Preschool Class – please only check one:

- 4-Day Preschool (T-F) – 4/5 Year Olds
3-Day Preschool (MWF) – 4/5 Year Olds
3-Day Preschool (MWF) – 3/4 Year Olds
2-Day Preschool (WF) – 3/4 Year Olds

Child's Full Name: Date of Birth:

Name child prefers: SSN: Sex: Male Female

Address of Primary Residence:

City: State: Zip:

Home Phone: Email most used:

Primary Residence shown above is address of (circle one):

- Both parents mother father other

Father's Full Name: Business Phone:

Occupation & Title: Cell Phone:

Mother's Full Name: Business Phone:

Occupation & Title: Cell Phone:

Is either parent a member of Shady Grove United Methodist Church, Mechanicsville VA?

Name/Ages of siblings who have attended or are attending Kitty's Kids:

Application fee of \$75 must accompany this application in order to hold enrollment for your child. This fee is refundable only in the event Kitty's Kids at Shady Grove, Inc. fails to offer the class for which you have registered.

Parent's Signature: Date:

Office Use Only: Start Date: Date Registration fee paid:
Check # Registration accepted by:
Entered into Accounting Date:

Health & Emergency Information Record

Child's Name: _____ SSN: _____

Date of Birth: ____/____/____ Home phone: _____

Mother's Name: _____ Age: _____

Father's Name: _____ Age: _____

Does your child have any long-term medical conditions that will affect his/her daily routine?

Does your child have: Frequent colds? _____ Ear aches? _____ Stomach aches? _____

Does he/she vomit easily? _____ Tonsillitis? _____ Asthma? _____ Hay fever? _____

Hives? _____ Allergic to bee stings? _____ Other? _____

Does your child have any food or other allergies? _____

What symptoms appear related to this allergy? _____

Is child right or left-handed? _____ Does your child have any problems of which we

should be aware? _____ If yes, please explain: _____

Persons to contact if parents are unavailable:

Name: _____ Relationship to Child: _____

Address: _____ Phone: _____

Name: _____ Relationship to Child: _____

Address: _____ Phone: _____

Child's Physician: _____ Phone: _____

Address: _____

Hospital Preference: _____

Date of last Tetanus booster: _____

Insurance Company: _____

Policy #: _____

In the event that I cannot be reached, I hereby give my permission for my child to receive any necessary emergency medical care or treatment. I understand that every effort will be made to contact me or my spouse before such action is taken. I will be responsible for the payment of such care or treatment.

Signature of Parent/Guardian: _____ Date: _____

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Pick-Up Authorization

The following persons, other than the child's legal guardian, have permission to pick up my child:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

The following persons DO NOT HAVE PERMISSION to pick up my child:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

If you have legal custody of this child, a copy of the Court Order must be filed in the child's record to protect the center when refusing to release the child to a parent or other individual.

As per the court order on file, the following person(s) is/are NOT authorized to pick up this child:

Kitty's Kids at Shady Grove, Inc.

Personal Information Record

Please use this form to help Kitty's Kids get to know your child. This form will be shared with your child's teacher.

In what ways would you like to see your child develop during this year in our program?

What concerns do you have about your child's present behaviors?

What are you doing about these concerns?

Are there any special concerns that your child's teachers should know about?

Please add any comments you feel will help us know your child better.

How did you hear about Kitty's Kids? (newspaper ads, banner, word of mouth, etc.)

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Field Trip Consent:

I hereby give my consent for my child, _____, to accompany his/her class on **all** field trips during the school year. Detailed information regarding each outing will be sent home with my child prior to each field trip. Only PreK Classes will leave Kitty's Kids for field trips.

Parent/Guardian Signature: _____

Photo Consent:

Throughout the school year we like to take pictures of the children doing special and everyday projects. These pictures may be placed on a bulletin board, and/or in newsletters, brochures, slide shows, website (no names), etc. to let others know about our program. Are you willing to consent to have your child(ren)'s picture displayed?

_____ YES _____ NO

Class Directory:

Many of the children/parents want to receive contact information for their child's classmates. Kitty's Kids will distribute a class directory (just in each class; NOT to the whole school) with children's names, parent's names, home phone numbers and email addresses. Please indicate whether you agree to have your information distribute other parents in your child's class:

_____ YES _____ NO

Website:

Hopefully, we will continue to update our website regularly. Most information (newsletters, calendars, forms, etc.) will be available online. No personal, confidential information will be given. Please indicate whether you agree to have your child's name and possibly class information posted on the website.

_____ YES _____ NO

Additional Information:

Are there any special family circumstances which may be a factor in your child's present behavior (divorce, death, new baby, recent move, hospitalization, etc.)?

Children who are healthy, mature, capable, eager to learn and interact with others contribute, in a positive manner to the child care experience of their peers and personally reap the most benefit from the setting. Participation in the programs offered by Kitty's Kids is dependent, at all times, upon your child's ability to:

1. Orally communicate in an understandable manner;
2. Follow one or two step verbal instruction;
3. Sit quietly and listen during story time (10 minutes for preschoolers, 20 minutes for school agers.)
4. Manage their own bathroom needs without assistance; and
5. Remain quiet during naptime.

Are you aware of anything that might prevent your child from satisfying each of the above criteria?

No _____ Yes _____ If yes, please explain on the back of this page.

In the event we find your child does not possess one or more of the traits noted above, we will review the matter with you in an effort to facilitate prompt and full participation by your child in all our programs. However, Kitty's Kids reserves the right to require withdrawal of your child, at any time, if the observed condition cannot be remedied in a timely manner to the satisfaction of the center.

Kitty's Kids at Shady Grove, Inc.

Preschool Rates Schedule & Agreement to Policies

Please keep the following page for your personal records. Return the final page with your registration forms.

Preschool Rates: (Enrollments for Preschool run September 2014 to May 2015; following Hanover County School Schedule) Program Hours: 9:00 a. m. – 12:00 p. m. daily

Class enrolled:	CURRENT TUITION:
Four Day Preschool (T-F)	\$188 monthly
Three Day Preschool (MWF)	\$160 monthly
Two Day Preschool (WF)	\$137 monthly

Registration Fee:

In addition to monthly tuition, an annual Registration Fee of \$75 is due upon enrollment. Registration fees will not be pro-rated.

Activity Fees:

3/4 Year Old Class: \$30 twice per school year

4/5 Year Old Class: \$30 twice per school year

*Enrollment during mid-term will result in a pro-rated Activity Fee, based on weeks of enrollment.

Shady Grove United Methodist Church Membership Discount

A 10% discount will be applied to the tuition for children of members of Shady Grove United Methodist Church. Parents having more than one child enrolled will first receive the Multiple Child Discount, and then the Shady Grove UMC Membership Discount will be applied to the total tuition paid for all children enrolled. Also, a \$20 credit will be applied towards the Registration Fee if the child is registered by May 31, 2014. Activity fees, school closed fees, van fees, and other non-tuition fees will not be discounted.

Multiple Child Discount

Discounts are given to families with more than one child enrolled. A second, third, etc. child will receive a 10% tuition discount. The child with the highest tuition cost will pay the full price and the discount will be extended to all other children. Registration fees, activity fees, school closed fees, van fees, and other non-tuition fees will not be discounted.

Military Discount:

Discounts are given to families that have an immediate family member that is actively serving in the military. Proper military identification must be shown and kept in the child's file for the discount to apply. Registration fees, activity fees, school closed fees, van fees, and other non-tuition fees will not be discounted.

Late fees: Payment is due in advance by the 25th of the preceding month for Preschool Tuition:

A Late Fee of \$10 per child will be applied to the account if payment is received after the 25th day of the month preceding the month which the tuition covers. Exceptions must be requested in writing by the parent and approved by the Director in advance. Any fees or expenses associated with the collection of overdue accounts is the responsibility of the parent/guardian of the enrolled child.

Rate Changes

Changes in rates may occur from time to time as deemed necessary by the Board of Directors. You will be advised in writing at least 30 days in advance of any rate changes.

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Agreement to Handbook Policies & Tuition Payment

I hereby certify that I am enrolling, my child, _____, for the purpose of enabling our household to engage in employment activities and/or to enrich my child's education, socialization and spirituality. I agree to pay the following tuition rate monthly, with the understanding that if I do not keep my account current, my child could be unenrolled from Kitty's Kids at Shady Grove, Inc.

Tuition Rate Monthly

***Tuition Rates may increase following approval by the Board of Directors in March 2014; the new rates will become effective June 16, 2014 (start of Summer Camp 2014).**

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

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