

# **Kitty's Kids at Shady Grove, Inc.**

**Located in Shady Grove United Methodist Church  
(8209 Shady Grove Road)  
P.O. Box 8  
Mechanicsville, Virginia 23111**

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**Website: <http://www.kittyskids.net>**

**Director: Stephanie Fleming**

**Assistant Director: Gina Overton**

**Registration Packet for  
Summer Camp 2015  
&  
2015-2016 School Year**

# 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 5<sup>th</sup> 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. By completing these forms and paying the registration fee you will secure your child's spot. Children, even those currently enrolled, must be reregistered for the next year.

- ✚ In order for your child to attend, they must be at least three years old and potty trained. For School-age children, transportation is provided from Mechanicsville & Washington Henry by the school bus and Laurel Meadows and Pole Green Elementary by the Kitty's Kids bus.
- ✚ A registration fee of \$75 **annually** is due for each child. Registration fees are not refundable should your child not attend the program. The only case in which a registration fee will be refunded is if the class you had registered for is no longer offered through Kitty's Kids. 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.
- ✚ A copy of the child's certified **Birth Certificate, Immunization Records & Insurance Card** must be provided before your child can start.
- ✚ Kitty's Kids does not supply lunch. We supply a morning and afternoon snack. We ask that you bring a lunch that does not need to be heated and that does not contain soda or glass bottles.
- ✚ Items to bring for Preschool: Change of clothes & Nap Supplies (Mat/Blanket/Sleeping bag, Pillow, Stuffed animal or lovey)

## Discounts Offered though Kitty's Kids

### 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 1, 2015.

### Military Discount:

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

### Vacation Discount:

During the school year term, two weeks of vacation may be taken and paid for at ½ of the program weekly rates.

During the summer term, one week of vacation may be taken and paid for at ½ of the program weekly rates.

- If the vacation week occurs during a week with discounted tuition (ex. Thanksgiving or Christmas), the vacation credit will be calculated based off of the discounted tuition.

**Kitty's Kids at Shady Grove, Inc.  
 Preschool & School-Age Tuition and Fees  
 Summer 2015  
 2015-2016 School Year**

**\*Our tuition rates and fees may increase upon approval by the Board of Directors in March; the new rates become effective on June 15, 2015 (start of Summer Camp 2015).**

**Current Tuition for 2015 Summer Camp for Preschool & School-Age (due weekly):**

Full time (four or more days per week)	\$129
Three full days per week	\$98
Five half days per week*	\$69
*(half day = up to 5 regularly scheduled hours per day)	

**Current Tuition for the 2015-2016 School Year**

**PRE-SCHOOL (due weekly)**

Full time (four or more days per week)	\$129
Three full days per week	\$98
Five half days per week*	\$69
*(half day = up to 5 regularly scheduled hours per day)	

**TRADITIONAL PRESCHOOL 9:00am-12:30pm (Due Monthly)**

Four Day T-F - 4 Year Old Children	\$188
Three Day MWF - 3 & 4 Year Old Children	\$160
Two Day MW – 3 Year Old Children	\$137

**SCHOOL-AGE – (due weekly) Offered for students who attend Laurel Meadow, Pole Green, Washington Henry and Mechanicsville Elementary Schools.**

After School only	\$81
Before & After School**	\$86
Van Fee (applied to Pole Green and Laurel Meadow Elementary School students)	\$7
School Closed Fee (additional to weekly rate)	\$12

**\*\*Before School care offered to Washington Henry School students only.**

**Activity Fees for 2015 Summer Camp (due June 2015)**

School-age (Kindergarten – 5 <sup>th</sup> Grade)	\$95
Four/Five Year Old Classes	\$60
Three/Four Year Old Classes	\$30

**Activity Fees for 2015-2016 School Year (due September 2015 and January 2016)**

School-age (Kindergarten – 5 <sup>th</sup> Grade)	\$35
Four/Five Year Old Classes	\$30
Three/Four Year Old Classes	\$30

**Drop-in Fees for 2015 Summer Camp (based on approval by the Director):**

Full Day (over 5 hours)	\$45
Half Day (less than 5 hours)	\$25

**Drop-in Fees for 2015-2016 School Year (based on approval by the Director):**

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

# Kitty's Kids at Shady Grove, Inc.

## ENROLLMENT AGREEMENT – PARENT COPY

There is your copy of the Enrollment agreement. At the end of this packet there is another copy for Kitty's that will need to be signed and turned in with the Registration packet

This is to state that you understand the guidelines and procedures involved in the enrollment of your child at Kitty's Kids. You are verifying that your child is at least three years of age and potty trained. You also understand that school-aged children will be transported to Kitty's Kids by either the school bus (Mechanicsville and Washington Henry) or the Kitty's Kids bus (Laurel Meadows and Pole Green).

### Tuition and Fees

- Registration Fee of \$75 shall be paid in advance to enroll my child. This is an annual fee and is not refundable unless the registered class is no longer offered through Kitty's Kids. The registration fee enrolls the child for one summer program and one school year program.
- I will pay the weekly or monthly fees according to the rates listed and payments are due by each Monday or the first day the child returns to the program. For Drop-In Children, your payment is due by the Friday of the current week of attendance.
- If using a Vacation week I will notify Kitty's Kids no later than the week prior to using the credit. I understand that a vacation week is ½ of the current week's tuition.
- Late Pickup - I will be charged \$1 per minute if my child is not picked up by the designated closing time. (12:30pm for Traditional Preschool & 6:00pm for a normal operating day. I also understand that Kitty's Kids may close early on specified holidays)
- If no payment is received for the week/month, a \$10 late fee will be charged. All activity fees are deemed late if not paid the month in which they were charged. (June, September & January)
- For any Returned Checks, I will be held accountable to pay any bank fees that may occur.
- To end enrollment of this child, a written two week notice is requested. If no notice is given, you will be charged your normal tuition for those two weeks whether your child attends or not.

### Daily Procedures

- I understand that if my child is there for lunch, I am responsible for supplying my child with lunch. Kitty's Kids ask that items do not need to be heated and no sodas or glass bottles be packed.
- I understand the center will be closed for the following holidays for the Summer 2015 and the 2015-2016 School Year program: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day, Independence Day & Monday, August 31<sup>st</sup>.
- I understand that Kitty's Kids will be closing early on New Year's Eve.
- Kitty's Kids agrees to notify the parent/guardian whenever my child becomes ill and it is my duty to make arrangements to pick up my child promptly. I also understand that I need to notify Kitty's Kids if my child develops any reportable communicable diseases or life threatening diseases.
- Kitty's Kids reserves the right to require withdrawal of my child, at any time, if observed condition cannot be remedied in a timely manner to the satisfaction of the center.
- I authorize Kitty's Kids to obtain immediate medical care if any emergency occurs when the parents/guardian cannot be located. I understand that Kitty's Kids will make every effort to contact the parents/guardian and I understand that I will be responsible for the payment of such care or treatment.

Please Initial to give the following consent

\_\_\_\_\_ Photos – I authorize Kitty's Kids to take photographs of my child. These pictures may be used for class projects, bulletin boards, newsletters, brochures or slide shows, etc.

\_\_\_\_\_ Field Trip – I authorize my child to participate in field trips sponsored by Kitty's Kids and be transported for such activities. Detailed information regarding each outing will be sent home prior to each field trip. I also understand that I have to provide a child restraint seat if my child is under 4.

Kitty's Kids at Shady Grove, Inc.

**Preschool & School-Age Program Registration Form**

I am registering my child for the following program – Please check all that apply:  
 -Preschool Classes are based off of their age as of September 31, 2015

**Summer Camp 2015** Full time School-Age \_\_\_\_\_ Preschool 4's \_\_\_\_\_ Preschool 3's \_\_\_\_\_  
 June - August 5 half days School-Age \_\_\_\_\_ Preschool 4's \_\_\_\_\_ Preschool 3's \_\_\_\_\_  
 7:00am - 6pm 3 full days (M T W Th F) School-Age \_\_\_\_\_ Preschool 4's \_\_\_\_\_ Preschool 3's \_\_\_\_\_

**School Term 2015-2016**  
**Preschool** Full time 4 Year Old \_\_\_\_\_ 3 Year Old \_\_\_\_\_  
 Sept - June 5 half days 4 Year Old \_\_\_\_\_ 3 Year Old \_\_\_\_\_  
 7:00am - 6pm 3 full days (Which 3 days M T W Th F) 4 Year Old \_\_\_\_\_ 3 Year Old \_\_\_\_\_

**Traditional Preschool**  
 Sept - May 4 Day T-F 4 Year Olds \_\_\_\_\_  
 9:00-12:30pm 3 Day MWF 4 Year Olds \_\_\_\_\_  
 3 Day MWF 3 Year Olds \_\_\_\_\_  
 2 Day MW 3 Year Olds \_\_\_\_\_

**School-Age**  
 Sept - June After School Care \_\_\_\_\_  
 (7:00am - 6pm) School Van Pickup (Laurel Meadows & Pole Green) \$7 per week \_\_\_\_\_  
 2:30pm - 6pm \*Before & after School Care – only for Washington Henry students \_\_\_\_\_

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: \_\_\_\_\_

School Attending in Sept. 2015: \_\_\_\_\_ Grade: \_\_\_\_\_

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: \_\_\_\_\_

**A Registration 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: \_\_\_\_\_

## Health & Emergency Information Record

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mother's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

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

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? \_\_\_\_\_

### ***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 #: \_\_\_\_\_

### **Pick-Up Authorization**

On top of who is already listed, the following persons, have permission to pick up my child:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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Parent/Guardian Name: \_\_\_\_\_

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



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