

Kitty's Kids at Shady Grove, Inc.

**Located in Shady Grove United Methodist Church
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Director: Dee Shifflett

Assistant Director: Gina Overton

Registration Packet for Summer Camp 2017 & 2017-2018 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 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. By completing these forms and paying the registration fee, you will secure your child's spot. Children, even those currently enrolled, must be re-registered 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 Elementary by the county school bus and from Laurel Meadow, Pole Green, and Washington Henry 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 have 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 may begin.
- ✚ 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 if needed, include an icepack for cooling. Lunches will not be refrigerated. Please do not send soda or glass bottles in lunches.
- ✚ Items to bring for Preschool: Change of clothes & Nap Supplies (small mat and blanket/small sleeping bag, small pillow, small stuffed animal or lovey)

Discounts Offered through 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. This discount does not apply to Drop-In rates. Activity fees and Registration fees will not be discounted for the siblings.

Shady Grove Member Discount: Any child whose parent/guardian is a member of Shady Grove UMC will receive a 10% discount towards tuition. In addition, a \$20 credit will be applied to the Registration fee if the child is registered by May 1, 2017. This discount does not apply to Drop-In rates. Activity fees will not be discounted.

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. This discount does not apply to Drop-In rates. Activity fees and Registration fees will not be discounted.

Vacation Discount: During the School Year (September - August), two weeks of vacation may be taken and paid for at ½ of the program weekly rates provided your child does not attend at all during the specified week. The office staff will need to be notified prior to taking this vacation discount. 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. Vacation must be used during the current year and may not be carried over. There is no vacation discount for "Drop-In" students.

Kitty's Kids at Shady Grove, Inc.
Preschool & School-Age Tuition and Fees
Summer Camp 2017 & 2017-2018 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.

***In order to enroll in a Fall 3/4 Year Old Class, the child's birth date must be before Oct. 1, 2014.**

***In order to enroll in a Fall Pre-K Class, the child's birth date must be before Oct. 1, 2013.**

***In order to enroll for the 2017-2018 Afterschool Program, the child must be in Kindergarten through 5th grade at Laurel Meadow, Pole Green, Washington Henry, or Mechanicsville Elementary.**

Tuition for Summer Camp 2017 Preschool & School-age (tuition due weekly) and Tuition for 2017-2018 School Year Full Time Preschool (tuition due weekly):

Full time (four or more days per week)	\$134
Three full days per week	\$98
Five half days per week*	\$75
*half day = up to 5 regularly scheduled hours per day	

Tuition for 2017-2018 School Year Traditional Preschool 9am-12:30pm only (tuition due monthly):

Four Day (Tu-Fri) Preschool (4/5 year old children)	\$195
Three Day (TWTh) Preschool (3/4 OR 4/5 year old children)	\$170
Two Day (TTh) Preschool (3/4 year old children)	\$145

Tuition for 2017-2018 School Year Afterschool Program (tuition due weekly):

After School only	\$84
Van Fee - applied to Pole Green, Washington Henry and Laurel Meadow Elementary School students	\$7
School Closed Fee (additional to weekly rate)	\$12 (each extended day)
Before School Care - Mechanicsville Elementary only	\$5

Activity Fees for 2017 Summer Camp (due 1st week of Summer)

School-Age (Kindergarten – 5 th grade)	\$95
Four/Five Year Old PreK Classes	\$60
Three/Four Year Old Classes	\$40

Activity Fees for 2017-2018 School Year (due September 2017 and January 2018)

Afterschool Program (Kindergarten – 5 th Grade)	\$35
Four/Five Year Old PreK Classes	\$40
Three/Four Year Old Classes	\$35

Drop-in Fees for 2017 Summer Camp based upon availability and approval by the Director:

Full Day (more than 5 hours)	\$45	Half Day (less than 5 hours)	\$25
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Drop-in Fees for 2017-2018 School Year based upon availability and approval by the Director:

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

Summer Camp 2017 June – August 7:00am-6:00pm
Full Time School-Age _____ Pre-K Preschool _____ Preschool 3's _____
5 Half Days School-Age _____ Pre-K Preschool _____ Preschool 3's _____
3 Full Days (M T W Th F) School-Age _____ Pre-K Preschool _____ Preschool 3's _____

School Year 2017-2018 PRESCHOOL September – June 7:00am-6:00pm
Full Time Pre-K _____ 3 Year Old _____
5 Half Days Pre-K _____ 3 Year Old _____
3 Full Days (circle M T W Th F) Pre-K _____ 3 Year Old _____

School Year 2017-2018 TRADITIONAL PRESCHOOL September – May 9:00am-12:30pm
4 Day TWThF Pre-K _____
3 Day TWTh Pre-K _____
3 Day TWTh 3 Year Old _____
2 Day TTh 3 Year Old _____

School Year 2017-2018 SCHOOL-AGE September – June After School Care
Full Time After School Care School-Age _____
3 Days (circle M T W Th F) After School Care School-Age _____
School Van Pick-Up (Laurel Meadow, Pole Green & Washington Henry students) additional \$7 weekly _____
Before School Care (available for Mechanicsville Elementary students only) additional \$5 weekly _____

Child's Full Name: _____ Date of Birth: ____/____/____

Name child prefers: _____ Sex: Male Female

Address of Primary Residence: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

Email: _____ School Attending Sept. 2017: _____ Grade: _____

Primary Household information:

Parent/Guardian 1: _____ Relationship to child: _____

Occupation & Title: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian 2: _____ Relationship to child: _____

Occupation & Title: _____ Work Phone: _____ Cell Phone: _____

Secondary Household Information:

Parent/Guardian _____ Relationship to child: _____ Duplicate Information Requested Y / N

Occupation & Title: _____ Work Phone: _____ Cell Phone: _____

Address: _____

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

Is either parent/guardian an active member of any military service? _____ If YES, provide copy of ID to office.

Name/Ages of siblings who 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/Guardian Signature: _____ Date: _____

Office Use Only: Start Date: _____ Date Registration Fee Paid: _____
 Cash/Check # _____ Registration Accepted by: _____

Kitty's Kids at Shady Grove, Inc.

Health & Emergency Information Record

Child's Name: _____ Date of Birth: ____/____/____

Mother's Name: _____

Father's Name: _____

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

List any long-term medical conditions that will affect your child's daily routine.

Does your child suffer from the following: Asthma ____ Hay Fever ____ Frequent Colds ____
Allergic to bee stings ____ Hives ____ Ear Aches ____ Stomach Aches ____
Tonsillitis ____ Does he/she vomit easily? ____

Does your child have any food allergies or other allergies? _____

What symptoms appear related to this allergy? _____

DOES YOUR CHILD REQUIRE AN EPIPEN ONSITE FOR THESE ALLERGIES? YES ____ NO ____

Emergency Contacts if Parents/Guardians listed above are unavailable: (Please list local contacts only)

Name: _____ Relationship to Child: _____

Cell Phone: _____ Work Phone: _____ Other: _____

Name: _____ Relationship to Child: _____

Cell Phone: _____ Work Phone: _____ Other: _____

Child's Physician: _____ Phone: _____

Address: _____

Hospital Preference: _____

Date of last Tetanus booster: _____

Insurance Company: _____ Policy #: _____

Pick-Up Authorization

In addition to the Parents/Guardians/Emergency Contacts 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:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

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

Name: _____ 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.

Parent/Guardian Signature _____ Date _____

Kitty's Kids at Shady Grove, Inc.

CHILD'S NAME: _____

ENROLLMENT AGREEMENT

By signing and initialing this form, I understand and agree to these guidelines and procedures involved in the enrollment of my child at Kitty's Kids. I am verifying that my child is at least three years of age and potty trained. Before my child begins, I will provide a current copy of their immunization records, birth certificate and proof of insurance. I also understand that school-aged children will be transported to Kitty's Kids by either the Hanover County school bus (Mechanicsville students) or the Kitty's Kids bus (Laurel Meadow, Washington Henry and Pole Green students).

Tuition and Fees

- The 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 my 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, my 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 discounted at 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 days/holidays and weather related situations.
- 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 are charged (June, September & January).
- I will be held accountable for any bank fees which may occur for returned checks.
- To end my child's enrollment, a written two-week notice is requested. If no notice is given, I will be charged the normal tuition for those two weeks whether my child attends or not.

Daily Procedures

- I understand that if my child is here for lunch, I am responsible for supplying my child with lunch. Kitty's Kids asks that items do not need to be heated and that if needed, an icepack is included for cooling. Kitty's Kids prefers no sodas or glass bottles be packed in my child's lunch.
- I understand the center will be closed for the following holidays for the Summer 2017 and the 2017-2018 School Year program: July 4th (Independence Day), August 28th (Teacher Work Day), September 4th (Labor Day), November 23rd & 24th (Thanksgiving Day & the day after), December 25th & 26th (2 days for Christmas), January 1st (New Year's Day), April 2nd (1 day for Easter), & May 28th (Memorial Day).
- 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.
- I authorize Kitty's Kids to obtain immediate medical care if any emergency occurs and the parents/guardian cannot be reached. 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.

_____ **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 must provide a child restraint seat if my child is under 4.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____