

# **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>**

## **Registration Packet for Summer Camp 2012 (Childcare & Schoolage children) & 2012-2013 School Year (Childcare & Schoolage children)**

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

**Kitty's Kids at Shady Grove, Inc.  
Childcare & Schoolage Tuition and Fees  
Summer 2012  
2012-2013 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 the 3/4 Year Old Class, the child's birth date must be before Oct. 1, 2009.**

**\*In order to enroll in the 4/5 Year Old Class, the child's birth date must be before Oct. 1, 2008.**

**\*In order to enroll for the 2012-2013 Schoolage Program, the child must be in Kindergarten – 5<sup>th</sup> grade at Laurel Meadow Elementary, Pole Green Elementary, Washington Henry Elementary or Mechanicsville Elementary School.**

**\*Our tuition rates and fees have increased. The new rates become effective on June 18, 2012.**

**Current Tuition for 2012 Summer Camp for Childcare & Schoolage (due weekly):**

Full time (four or more days per week)	\$125
Three full days per week	\$95
Five half days per week*	\$67
*(half day = up to 5 regularly scheduled hours per day)	

**Current Tuition for Childcare 2012-2013 School Year (due weekly):**

Full time (four or more days per week)	\$125
Three full days per week	\$95
Five half days per week*	\$67
*(half day = up to 5 regularly scheduled hours per day)	

**Current Tuition for Schoolage children for 2012-2013 School Year (due weekly):**

After School only	\$78
Before & After School**	\$83
Van Fee (applied to Pole Green and Laurel Meadow Elementary School students)	\$5
School Closed Fee (additional to weekly rate)	\$12

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

**Activity Fees for 2012 Summer Camp (due June 22, 2012)**

Schoolage (Kindergarten – 5 <sup>th</sup> Grade)	\$85
Four/Five Year Old Classes	\$50
Three/Four Year Old Classes	\$30

**Activity Fees for 2012-2013 School Year (due September 7, 2012 and January 11, 2013)**

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

**Drop-in Fees for 2012 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 2012-2013 School Year (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 March 30, 2012.

**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.

## 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. 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 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 6) 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.

**Childcare & Schoolage Program Registration Form**

I am registering my child for the following program – Please check all that apply:

<b>Class</b>	Childcare Three Year Old (Birthday before Oct. 1, 2009)	_____
	Childcare PreK (Birthday before Oct. 1, 2008)	_____
	Schoolage (K – 5 <sup>th</sup> Grade)	_____
<b>Summer Camp</b>	Full time	_____
(2012)	5 half days	_____
	3 full days	_____
	which 3 days? M T W Th F	_____
<b>School Term</b>	Full time	_____
(2012-2013)	5 half days	_____
	3 full days	_____
	which 3 days? M T W Th F	_____
	*Before & After School	_____
	After School Care	_____
	School Van Pickup (afternoons only) \$5 per week	_____

*\*Before school care only available to Washington-Henry Elementary 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. 2012: \_\_\_\_\_ 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: \_\_\_\_\_  
 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: \_\_\_\_\_

# Kitty's Kids at Shady Grove, Inc.

## 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.)

# Kitty's Kids at Shady Grove, Inc.

## 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 the 4 Year Old & Schoolage Classes will leave Kitty's Kids for field trips.

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

## Photo Consent:

Throughout the school year we will take pictures of the children doing special and everyday projects. These pictures may be placed (without names) on a bulletin board and/or in newsletters, brochures, slide shows, etc. to let others know about our program. Are you willing to consent to have your child(ren)'s picture taken?

\_\_\_\_\_ 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:

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.)?

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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 Schoolagers.)
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.

## Childcare & Schoolage Rates Schedule & Agreement to Policies

Please keep the following two pages for your own personal records, and return the final page with your registration forms.

### **Summer 2012 (Childcare & Schoolage) & 2012-2013 School Year (Childcare):**

Program Hours: 7:00 a. m. – 6:00 p. m. daily

#### **Child must be enrolled into one of the following:**

#### **CURRENT TUITION:**

Full Time - Full Day (5 days per week)	\$125 weekly
Part Time - Full Day (3 days per week)	\$95 weekly
Half Day* (5 days per week)	\$67 weekly

\*Half Day = up to five regularly scheduled hours per day between 7:00 a. m. – 2:00 p. m.

Tuition is due the first day of the week the child attends Kitty's Kids.

### **Before and After School Care and Transportation:**

Program Hours: 7:00 a. m. – 7:45 a. m. and 2:30 p. m. – 6:00 p. m.

In accordance with the Hanover County School Schedule. Early release days from public schools as well as late openings of public schools will result in adjusted Kitty's Kids hours but no additional charges.

#### **Child must be enrolled into one of the following:**

#### **CURRENT TUITION:**

After School only	\$78 weekly
Before <b>and</b> After School (Washington Henry students only)	\$83 weekly
Van Fee (Laurel Meadow & Pole Green students only)	\$5 weekly
School Closed Fee	\$12 additional for each day Hanover Schools are Closed and the child attends Kitty's Kids.

Tuition is due the first day of the week the child attends Kitty's Kids.

### **Registration Fee:**

In addition to weekly tuition, an **annual** Registration Fee of \$75 is due upon enrollment. Registration fees will not be pro-rated. Children who paid the Registration Fee for the 2011/2012 School Year will not be re-charged the Registration Fee for the Summer 2012 Program. Likewise, children that pay the Registration Fee for the Summer 2012 Program will not be re-charged the Registration Fee for the 2012/2013 School Year.

### **Activity Fees:**

3/4 Year Old Class:	\$30 twice per school year and for Summer Camp
4/5 Year Old Class:	\$30 twice per school year and \$50 for Summer Camp
Schoolage:	\$35 twice per school year and \$85 for Summer Camp

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

### **Vacation Discount Policy:**

During the school year term, two weeks of vacation may be taken and paid for at ½ of the program weekly rates and during the summer term, one week of vacation may be taken and paid for at ½ of the program weekly rates. The discount will be applied provided a written notice is given to the Director by the Friday of the week preceding vacation and if account is current and the child misses the entire calendar week. Otherwise, fees stated above are due regardless of the number of days the child actually attends the class. For children enrolled in the Before and After School Program who do not attend Kitty's Kids for weeks when Public School is closed, a charge of ½ of the regular program weekly fees will be assessed, up to two weeks per school year. If the vacation week occurs during a week with discounted tuition (i. e. Christmas or Thanksgiving), the vacation credit will be calculated based on the discounted tuition.

## Childcare & Schoolage Rates Schedule & Agreement to Policies

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

### **Drop-In Rates for 2012 Summer Camp: (offered 7:00 a. m. – 6:00 p. m.)**

Full Day (5 or more hours)	\$45
Half Day (Less than 5 hours)	\$25

### **Drop-In Rates for 2012-2013 School Year: (offered 7:00 a. m. – 6:00 p. m.)**

Full Day (5 or more hours)	\$40
Half Day (Less than 5 hours)	\$20

\*Offered on a space available basis daily. Certain registration information is required to be on file with the Director and at least a 24 hour notification with the office is required.

\*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.

### **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 March 30, 2012. 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 the first day of the week for weekly programs that the child is in attendance. If no payment is received by 9:00 a. m. on the second day of attendance, a \$10 late fee will be charged. Activity fees are deemed late if not paid within one week of the due date.**

For weekly programs, payment is not deemed late on the first day of the week if the child is not in attendance. That week's payment is due on the first day the child returns to the program. Otherwise, if no payment is received by 9:00 a. m. on Tuesday, then the child may not attend Kitty's Kids that day, or thereafter until the account is made current. Any account not current as of Friday will result in the child being removed from the program rolls. In such case, the parent must pay the annual registration fee to re-enroll the child. Exceptions must be requested in writing by the parent and approved by the Board of Directors in advance. Any fees or expenses associated with the collection of overdue accounts are the responsibility of the parent.

### **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.

Kitty's Kids at Shady Grove, Inc.

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  Weekly

**\*Tuition Rates may increase following approval by the Board of Directors in March 2012; rates will become effective June 18, 2012.**

Parent/Guardian Name (Print): \_\_\_\_\_

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

Date: \_\_\_\_\_

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