

Kitty's Kids at Shady Grove, Inc.

**Located in Shady Grove United Methodist Church
8209 Shady Grove Road
Mechanicsville, Virginia 23111**

Phone: (804) 559-7690

Email: Kittyskidsinc@gmail.com

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

Director: Dee Shifflett

Registration Packet for Summer Camp 2026 & 2026-2027 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 Summer Session and/or the next School Year Session.**

-  In order for your child to attend, they must be at least three years old and potty trained.
-  A registration fee of \$90 is due **annually** 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 & Medical Insurance Card** must be provided before your child may begin.
-  For School-age children, transportation is provided from Mechanicsville Elementary by the county school bus and from Laurel Meadow, Pole Green, Washington Henry, & Rural Point Elementary by the Kitty's Kids bus.

To determine your status for future registrations:

First - Currently Enrolled Student Registration

- A student who has maintained enrollment in the current School Year program as a preschool childcare, traditional preschool or school age student and is registering for the upcoming Summer program and/or the subsequent School Year program
- A student who is a younger sibling of a currently enrolled student as defined in the bullet directly above, and is enrolling as a three or four year old for the first time

Second - Alumni Family Registration

- A student who is not currently enrolled in the School Year program but has been previously enrolled in a Kitty's Kids program (childcare, after school, tradition, summer) within the prior six years and maintained continuous enrollment in said program
- A student who is a sibling of student(s) defined in the bullet above and is enrolling as a three or four year old for the first time

Third - SGUMC Church Member Registration

- Parent/guardian of student is a member of Shady Grove UMC

Fourth - General Public Registration

- First time students who do not meet the criteria in any of the above bullets
- Students who were previously enrolled but families have not maintained continuous enrollment for the registered program

**Kitty's Kids at Shady Grove, Inc.
Preschool & School-Age Tuition and Fees
Summer Camp 2026 & 2026-2027 School Year**

Registration Fee: \$90 due annually upon enrollment. 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.

***In order to enroll in a Fall 3/4 Year Old Class, the child's birth date must be before Oct. 1, 2023.**

***In order to enroll in a Fall Pre-K Class, the child's birth date must be before Oct. 1, 2022.**

***In order to enroll in the 2026-2027 Afterschool Program, the child must be in Kindergarten through 5th grade at Rural Point, Laurel Meadow, Pole Green, Washington Henry, or Mechanicsville Elementary.**

**Tuition for Summer Camp 2026 Preschool or School-Age (tuition due weekly) and
Tuition for 2026-2027 School Year Full Time Preschool (tuition due weekly):**

Full Time (Four or more days per week)	\$205
Three Full Days per Week	\$160
Five Half Days per Week*	\$130
*half day = up to 5 regularly scheduled hours per day	

Tuition for 2026-2027 School Year Traditional Preschool (tuition due monthly):

*September – May 9:00am-12:30pm only	
Four Day (TWThF) Preschool (4/5 year old class)	\$360
Three Day (TWTh) Preschool (3/4 OR 4/5 year old class)	\$325
Two Day (TTh) Preschool (3/4 year old class)	\$250

Tuition for 2026-2027 School Year Afterschool School-Age Program (tuition due weekly):

After School only	\$135
Van Fee - Applies to Rural Point, Washington Henry Laurel Meadow & Pole Green Elementary School students	\$12
School Closed Fee (each extended day; additional to weekly rate)	\$20
Before School Care - Mechanicsville Elementary only	\$5

Activity Fees for 2026 Summer Camp (due 1st week of Summer Session):

School-Age (Kindergarten – 5 th grade)	\$200
Four/Five Year Old PreK Classes	\$120
Three/Four Year Old Classes	\$70

Activity Fees for 2026-2027 School Year (due August 2026 and January 2027):

Afterschool School-Age Program (Kindergarten – 5 th Grade)	\$20
Four/Five Year Old PreK Classes	\$60
Three/Four Year Old Classes	\$45

Drop-In Fees for 2026 Summer Camp or 2026-2027 School Year:

***Based upon availability and approval by Director**

Full Day (more than 5 hours)	\$60	Half Day (less than 5 hours)	\$35
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Kitty's Kids at Shady Grove, Inc. Discounts Offered Through Kitty's Kids

- Discounts cannot be combined.
- If multiple discounts apply, the Kitty's Kids office staff will award the single discount that best benefits the family.
- Any applicable discounts will only be applied to accounts in good standing.

Multiple Child Discount: Discounts are given to families with more than one child enrolled at the same time. The family may 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. This discount is only applicable to children living at the same address. This discount does not apply to Drop-In rates.

Shady Grove Member Discount: Any child whose parent/guardian is a member of Shady Grove UMC may receive a 10% tuition discount. In addition, a \$20 credit will be applied to the Registration fee if the child is registered by May 1, 2026. Activity fees will not be discounted. This discount does not apply to Drop-In rates.

Military Discount: Any child whose parent/guardian is an **active member** of any military service may receive a 10% tuition discount. Proper documentation of active military service must be provided to the office. Activity fees and Registration fees will not be discounted. This discount does not apply to Drop-In rates.

Vacation Discount: Students attending as "Drop-In" students or students enrolled in a Traditional 3's or Traditional PreK class (September – May) do not qualify for a vacation discount. For all other classes, a **maximum** of two weeks of vacation may be taken and paid for at ½ of the program weekly rate provided your child does not attend at all during the specified week. For students attending the Summer Session only, a one week vacation credit may be taken. Vacation must be used during the current school/summer term (September – August) and may not be carried over. This vacation discount can only be used if your account is current. Vacation Credits may not be used to shorten the notice required when withdrawing a student from the Program and cannot be applied to an outstanding balance or be applied retroactively.

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 2026 June – August 7:00am-5:45pm

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 2026-2027 PRESCHOOL August – May 7:00am-5:45pm

Full Time	Pre-K _____	Preschool 3's _____
5 Half Days	Pre-K _____	Preschool 3's _____
3 Full Days (M T W Th F)	Pre-K _____	Preschool 3's _____

School Year 2026-2027 TRADITIONAL PRESCHOOL September – May 9:00am-12:30pm

4 Day TWThF	Pre-K Preschool _____
3 Day TWTh	Pre-K Preschool _____
3 Day TWTh	Preschool 3's _____
2 Day TTh	Preschool 3's _____

School Year 2026-2027 SCHOOL-AGE August – May 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 (LMES, PGES, WHES, or RPES students)	additional \$12 weekly _____
Before School Care (available for Mechanicsville Elementary students only)	additional \$5 weekly _____

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

Name Child Prefers: _____ School Attending Aug 2026: _____ Grade: _____

Household Information:

Duplicate Information Requested Y / N

Parent/Guardian #1: _____ Relationship to Child: _____

Address of Primary Residence: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

Email Guardian #1: _____ Home Phone: _____

Occupation & Title: _____ Work Phone: _____

Parent/Guardian #2: _____ Relationship to Child: _____

Address of Residence: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

Email Guardian #2: _____ Home Phone: _____

Occupation & Title: _____ Work Phone: _____

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 documentation.

Name/Ages of **siblings** who currently attend Kitty's Kids: _____

A Registration Fee of \$90 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 dietary restrictions: _____

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____ Frequent Colds____ High Fevers____ Hives____
Earaches/Tubes____ Nursemaid Elbow____ Stomach Aches____ Does he/she vomit easily?____

Is your child allergic to Bee Stings? YES____ NO____ What symptoms appear? _____

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

What symptoms appear related to this food allergy? _____

DOES YOUR CHILD REQUIRE AN EPIPEN ONSITE FOR ANY OF THESE ALLERGIES? YES____ NO____

Emergency Contacts if Parents/Guardians listed above are unavailable (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 Co: _____ 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.

Note: Kitty's Kids assumes that both parents have their right to drop off/pick up their child. Omitting the name of a parent on the child's Registration form IS NOT notification that a parent is restricted or has forfeited their rights to drop off/pick up a child.

Parent/Guardian Signature: _____ Date: _____

Kitty's Kids at Shady Grove, Inc.
PARENT-PROVIDER CHILD CARE CONTRACT

The following contract is between _____ (Parents of child or children in care) and Kitty's Kids at Shady Grove, Inc. located at 8209 Shady Grove Road, Mechanicsville, VA 23111, for Child(ren) listed below:

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Name _____ Date of Birth _____

By signing and initialing this form, I understand and agree to these highlighted guidelines and procedures involved in the enrollment of my child at Kitty's Kids. I understand that there is additional important information in the Parent Handbook that is also applicable to my child's enrollment 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, Pole Green, and Rural Point students). Please read and initial the following:

Tuition and Fees

- The Registration Fee of \$90 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. This registration fee enrolls my child for one summer program and/or one school year program.
- I will pay the weekly or monthly fees according to the rates listed. I understand weekly payments are due by each Monday. Traditional Preschool tuition is due on the 25th day of the month for the upcoming month. For Drop-In children, the payment is due on the day the child attends.
- If using a Vacation credit, I will notify Kitty's Kids no later than one 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 \$2 per minute per child if my child is not picked up by the designated closing/scheduled time (12:30pm for Traditional Preschool & 5:45pm for a normal operating day). I also understand that Kitty's Kids may close early on specified days/holidays and weather-related situations.
- Tuition payments will not be adjusted for weather closures. Extreme situations will be reviewed by the Board of Directors.
- 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 first week of the month in which they are charged (June, August & January).
- There is a \$35 fee for returned checks due to non-sufficient funds or account closed.
- For School-age parents, during Fall, Winter, and Spring breaks, when public schools are closed, I will be given the opportunity to sign up to indicate that my child will be present at Kitty's Kids. If I have reserved a spot at Kitty's Kids on one or more of those days, I am responsible for payment for those days, regardless of whether my child attends.
- A tuition deposit of \$200 is required for each student initially entering enrollment at Kitty's Kids or those families who withdrew a child prior to the end of a previous School Year or Summer session. The deposit will be billed and due by April 30th for those entering the Summer program or by July 15th for those entering the School Year program. This deposit will be applied towards my last week's tuition before leaving Kitty's Kids unless I withdraw my child and fail to comply with the Kitty's Kids six-week notice requirement.
- I understand that should I not adhere to the conditions of this contract, and Kitty's Kids is forced to pursue collection actions against me, I will be responsible for any and all balances and fees associated with the collection process.
- The Summer session is a non-refundable 12 week commitment. In the event my child is absent for any part of the session, or unable to attend, tuition will still be due and payable as usual through August 21, 2026. If we are a "summer only" student, we will qualify for one week's vacation credit at 50% if paperwork is returned, as required, before the vacation week begins.

- To withdraw my child from the School Year Program, a written six-week notice is required. If no notice is given, I will be responsible for payment of normal tuition for those six weeks whether my child attends or not. NOTE: If my child is withdrawn from Kitty's Kids prior to the end of a session and I want to return in a subsequent session, my family will be allowed to join the registration group titled General Public Registration. See definitions included in the Registration Packet, page 2.

Daily Procedures

- I am responsible for providing lunch for my child. I understand lunches will not be heated, and if needed, an icepack will be included for cooling. Lunches will not be refrigerated. No soda, tea, or glass bottles will be packed in my child's lunch.
- **Kitty's Kids will be CLOSED for the following holidays for the Summer 2026 and the 2026-2027 School Year program: July 3rd (observed for Independence Day), August 17th (Teacher Work Day), September 7th (Labor Day), November 26th & 27th (Thanksgiving Day & Day After), December 24th & 25th, (Christmas Eve & Christmas Day), January 1st (New Year's Day), March 29th (Easter Monday), & May 31st (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 **have someone available to promptly (within a half hour) pick up my child**. I also understand that I need to notify Kitty's Kids if my child develops any reportable communicable diseases or life threatening diseases.
- I will provide a change of clothes & nap supplies if needed (small mat and blanket/small sleeping bag, small stuffed animal or lovey). These items will go home on Fridays to be washed.

Potty Training – All students at Kitty's Kids must be potty trained. Kitty's Kids understands that preschoolers may have an occasional accident and will help a child change into dry clothes. If my child has frequent or daily accidents at school, I will be asked to keep my child at home for an undetermined time until he/she has achieved enough mastery to stay clean and dry during the time at Kitty's Kids. I will be required to pay full tuition and fees during this missed time. If accidents persist, my child will be unenrolled.

Medical Permission - I authorize Kitty's Kids to obtain immediate medical care if any emergency occurs and the parent/guardian cannot be reached. I understand that Kitty's Kids will make every effort to contact the parent/guardian and I understand that until the arrival of a parent or an ambulance, the Kitty's Kids office staff will be in charge and make all decisions about the care of my child. 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 Trips – 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.

Enrollment Termination by Kitty's Kids – I understand that in rare situations, Kitty's Kids may have to terminate enrollment of students (without financial penalty) exhibiting behaviors such as, but not limited to: using profanity, hitting, kicking, biting, being disrespectful to teachers and classmates, or hyperactive behavior that disrupts the staff's performance or the daily class activities and learning of others.

Parental Actions Resulting in Dismissal – My child may also be dismissed if I am negligent in abiding by any of the policies established in this contract or the handbook such as, but not limited to: inappropriate, abusive, or unsafe behavior toward staff or children, threatening or foul language, or failure to pay/habitual late payments.

Acknowledgement:

By signing this **contract**, all parties agree to all of the above terms and policies.

Parent/Guardian Name: _____ Date: _____

Parent Signature: _____

**Kitty's Kids at Shady Grove, Inc.
Religiously Exempt Child Day Center
Program Decision to Administer Medications 2026-2027**

My program has made the following decision regarding the administration of medications to a child in my program:

I (or my staff) WILL administer prescription and non-prescription medications.

Provider and the parent of each enrolled child must sign below. The Provider must maintain a copy of this form in each child's individual record.

Name of Child: _____

Provider's Name (please print): Dee Shifflett	Facility Name: Kitty's Kids at Shady Grove, Inc.
Provider's Signature:	Date:
Parent's Signature:	Date:

Authorized Staff to Administer Prescription Medications

The program will administer prescription medications in accordance with the physician's or other prescriber's instructions and in accordance with the standards of practice in the MAT training. Only a provider who has successfully completed the MAT training or has appropriate licensure to administer prescription medications and is listed as a medication administrator in the *Program's Decision Regarding Medication Plan* will be permitted to administer prescription medications in my program.

I understand that any individual listed in this section as a medication administrator is approved to administer prescription medications using the following routes: topical, oral, inhaled, eye, ear, medication patches, and epinephrine using an auto-injector device.

I understand that to be approved to administer prescription medication, all individuals listed in my *PROGRAM'S DECISION REGARDING MEDICATION* plan (unless the individual is licensed to administer prescription medications) must have a valid:

- Medication Administration Training (MAT) certificate;
- CPR certificate which covers all ages of the children my program is approved to care for as listed on my registration/license; and
- First Aid certificate which covers all ages of children my program is approved to care for as listed on my registration/license.

**Kitty's Kids at Shady Grove, Inc.
Medication Administrator(s) (2026-2027)**

MAT certificates (or documentation of licensure to administer prescription medications), age appropriate First Aid certificates, and CPR certificates for the staff listed below will be kept on site and be available upon request.

Provider/Staff Name: Dee Shifflett

Provider/Staff Name: Gina Overton

Provider/Staff Name: Leslie Clark

Provider/Staff Name: Kim Edwards

Provider/Staff Name: Dixie Chappell

Provider/Staff Name: Shayna Thulin

Confidentiality Statement

Information about any child in my program is confidential and will not be given to anyone except VDOE designees or other persons authorized by law unless the child's parent or guardian gives written permission. Information about a child in my program will be given to the local department of social services if the child receives a day care subsidy or if the child has been named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

Rehabilitation Act of 1973

I understand that if my program receives any federal funding (such as child care subsidy from a local department of social services), I am subject to Section 504 of the Rehabilitation Act of 1973 which is similar to the provisions of the Americans with Disabilities Act. If a child enrolled in my program now or in the future is identified as having a disability covered under the Rehabilitation Act, I will assess the ability of the program to meet the needs of the child. For further information on the Rehabilitation Act and/or to seek legal counsel, go to the following website:

<http://www.dol.gov/oasam/regs/statutes/sec504.htm>

Provider Statement

I understand that it is my responsibility to follow my *PROGRAM'S DECISION REGARDING MEDICATION* plan and all health and infection control regulations applicable to my child day program.

I will verify and document the credentials for all new staff certified to administer prescription medications before the staff is allowed to administer prescription medications to any child in my child day program.

The *PROGRAM'S DECISION REGARDING MEDICATION* plan will be made available to parents at enrollment, whenever changes are made, and upon request.

032-05-0142-00-eng

Kitty's Kids at Shady Grove, Inc.
Permission to Participate in Swimming and Wading Activities
Summer 2026 / 2026-2027 School Year

Licensing standards at 8VAC20-780-460 & 8VAAC20-780-480 require:

- A parent's written permission of each child who participates in swimming or wading;
- A parent's written statement advising of the child's swimming skills before the child is allowed in water; and
- When one or more children are in water more than 2 feet deep -
 - o At least 2 caregivers to be present and able to supervise the children; and
 - o A designated certified lifeguard (not included in the staff-to-children ratio)

Name of Child: _____

My child is a: ☐ **Swimmer ☐ Non-swimmer	
Other Information on Child's Swimming Skills: ** Swimmer can swim without floaties or help	
I give permission for my child to participate in swimming/wading activities: _____ Parent Signature	Date of Permission (valid for one year) Effective from 6/01/2026

