

BOCC KINGDOM'S KIDS



Afterschool Program

2011-2012

Kingdom's Kids Afterschool Program proposed transportation form*:

- CASA Esperanza
- Conn Elementary
- Durant Road Elementary
- Durant Road Middle
- East Millbrook Middle
- Fox Road Elementary
- Magellan Charter School
- Millbrook Elementary
- North Ridge Elementary
- Ravenscroft School
- River Bend Elementary
- West Millbrook Middle
- Wildwood Elementary
- Other _____

**Transportation from these locations is subject to change.

So Glad You Chose Us

For your children, we offer a change of pace...

Kingdom's Kids is delighted to assist you in the care of your children. After a long day of school, your children need a change of pace. We offer a safe, relaxing environment that is challenging and stimulating to them as individuals.

For you, we offer peace of mind...

Your children will be cared for, instructed, guided, and allowed to grow in a place that is safe with age appropriate activities, homework assistance, arts & crafts, and a caring, competent staff. We strive to address the physical, social and spiritual aspects of your children's growing years.



www.bodyofchristchurch.org

Kingdom's Kids After School Program is a ministry of Body of Christ Church.

Your completed registration packet should include:

- Registration Form
- Travel & Activity Authorization Form
- Registration Fee & First Payment
- Behavior & Discipline Policy Form
- General Policy statement

****Forms requiring signatures are to be signed and returned along with the completed application

Kingdom's Kids After-School Program

Kingdom's Kids payment policy:

- Payment is due **in full** at time of registration (cash or money order).
- All monthly fees are due by 6:00 p.m. by the fifth day of each month. After this time, your payment is considered late and a charge of \$10 will also be added to your monthly payment. After the fifth of the month, your child will not be allowed to attend the program until the account is current.

Kingdom's Kids After-school Program hours:

Weekdays, 2:00pm - 6:00pm
Starts - August 2011

In the case of early release days, care is provided the time school is dismissed and we will remain for our regular hours.

For school closings due to inclement weather, there will be no After-School Program. Parents MUST pick up their children directly from their schools.



"See what love the Father has given us,

that we should be called children of God."
1 John 3:1

KINGDOM'S KIDS

After-school Program 2011/2012 Registration Form

Please print in pen or type (signatures are required)

Date entering program _____

My child attends:

- | | | |
|--|--|--|
| <input type="checkbox"/> CASA Esperanza | <input type="checkbox"/> Fox Road Elementary | <input type="checkbox"/> River Bend Elementary |
| <input type="checkbox"/> Conn Elementary | <input type="checkbox"/> Magellan Charter School | <input type="checkbox"/> West Millbrook Middle |
| <input type="checkbox"/> Durant Elementary | <input type="checkbox"/> Millbrook Elementary | <input type="checkbox"/> Wildwood Elementary |
| <input type="checkbox"/> Durant Middle | <input type="checkbox"/> North Ridge Elementary | Other _____ |
| <input type="checkbox"/> East Millbrook Middle | <input type="checkbox"/> Ravenscroft School | |

Personal Information

Child's name: _____
last first middle preferred name

Address: _____ City: _____ Zip: _____

Date of Birth: _____ Current age: _____ Male/Female: _____ Grade (as of August 2011): _____

Information About Your Child (please attach additional sheet if necessary)

AD/HD Allergies (type): _____ Medication (type and schedule): _____
 Other special needs (please give details) _____

Parental Information

Father/Guardian's Name: _____ Employer: _____
 Home address: _____ City: _____ Zip: _____
 Home #: _____ Work #: _____ Mobile #: _____ Email: _____

Mother/Guardian's Name: _____ Employer: _____
 Home address: _____ City: _____ Zip: _____
 Home #: _____ Work #: _____ Mobile #: _____ Email: _____

Emergency and Medical Information

Emergency Contact: _____ Phone #: _____

Relation to child: Parent Relative Friend Guardian Other: _____

Child's Doctor: _____ Phone #: _____

Hospital Preference: _____ Phone #: _____

Insurance Company: _____ Insurance Policy #: _____

I permit Kingdom's Kids Staff to seek emergency medical attention for my child in my absence if it becomes necessary. Parents/Guardians initials _____

In addition to the above, please give the names and relationships to whom your child can be released (ID will be required)

Name _____	Relationship _____
Name _____	Relationship _____
Name _____	Relationship _____

Kingdom's Kids After-school Program Fees

Non-Refundable Registration fee - \$ 40.00	Teacher Workday Rate - \$15.00 per day
Monthly Rate - \$120.00	Monthly Rate w/ Transportation - \$140.00
Monthly Rate paying weekly - \$ 45.00	Monthly Rate w/Transportation paying weekly -\$50.00

We do not offer a Track-Out program at this time...

For your convenience, ACH will be used to process your payments. This is mandatory. Forms will be provided. Questions? Please contact the business office...919-872-7712 ext 201.

Late pick up fee

Parents must pick up their children by 6:00 p.m. The fee for late pick up is \$10.00 for the first 15-minute period per student. After 6:15 p.m., the fee increases to \$1.00 per minute per student. **Late fees are due at time of pickup!**

The Kingdom's Kids After-school Program

General Policy Statement

(Please read carefully and sign below)

Kingdom's Kids Afterschool Program requires that we have documentation of each child's parents understanding and acceptance of our policies, rules and regulations. Please read the following and sign your name below to indicate that you do understand and accept these policies.

- 1. Discipline Policy** – Parents are required to read and sign the Behavior and Discipline Policy as a part of the registration process.
- 2. Field Trips** -- A parent's signature on this form permits the child to leave the school on authorized trips under the supervision of the Kingdom's Kids staff. Parents will be informed of any scheduled field trips in advance.
- 3. Medical Treatment** – In the event of an emergency in which the parent cannot be contacted, emergency medical staff and the Kingdom's Kids staff may take appropriate action in the best interest of the child.
- 4. Payment Policy** – By signing this form, parents indicate that they understand policies

- concerning payment, cancellation and refunds. Participants may not continue the program if any outstanding balances remain.
- 5. Cancellation** – A written notice of cancellation or discontinuance of the program is required two weeks in advance. The registration fee is non refundable.
- 6. Refunds** – Refunds are not granted for illness, vacation or when the program is canceled due to inclement weather.
- 7. Lost Items** – The Kingdom's Kids After-school Program is **not** responsible for any personal items lost or stolen at our programs.

I have read and understand the above statement of policies and agree to abide by all stated.

Parent/Guardian Signature _____ Date _____



Kingdom's Kids After-school Program

BEHAVIOR AND DISCIPLINE POLICY

Students will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case. Factors that will be considered include the seriousness of the offense, the student's age, frequency of misbehavior and the student's attitude. Parents and/or guardians will be notified of all necessary disciplinary procedures through notes, phone calls and conferences called by faculty or administration.

Kingdom's Kids does not condone and will not permit:

1. Ridiculing, threatening, using an inappropriate loud voice
2. Leaving children unsupervised.
3. Using profanity.

We expect the children to:

1. Use appropriate language at all times.
2. Cooperate with staff and follow instructions.
3. Respect other children, staff, themselves, equipment and facilities.
4. Maintain a positive attitude.

5. Stay in assigned program areas.

Behaviors which may result in immediate dismissal include but are not limited to:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff.
2. Fighting.
3. Possession of a weapon of any kind.
4. Vandalism or destruction of school property or property of others.
5. Possession of or use of alcohol or illegal or unauthorized drugs.
6. Leaving the premises without authorization.

It is important of extreme importance that the staff maintains good order and discipline. Safety and a positive atmosphere can be promoted by following the described policies. These policies also apply during transportation of children.

I have read the above statement of policy and agree to abide by the stated policies.

Parent/Guardian signature _____ Date _____

