



2009-2010 Bulldog Kid's Club



Registration Information & Emergency Form

Parents are responsible to notify Paynesville Area Community Education of any changes.

MEMBER INFORMATION

Name (Please Print or Type) Last First Date of Birth / / Gender Grade

Ethnicity (Check One): Hispanic or Latino Not Hispanic or Latino

Race: White Black or African American Asian American Indian or Alaskan Native
 Native Hawaiian or Other Pacific Islander Other (please specify)

Living with: (Please check only one) Mother Father Both Joint Custody Foster Family Grandparent Other

EMERGENCY CONTACTS (other than parents) **Names listed are assumed to be authorized to pick up the child**

Name Day Phone

Name Day Phone

List additional people to pick up child List anyone not allowed to pick up child by court order

Parent Information

Mother Home Phone Cell Phone Work Phone

Address City State Zip

Father Home Phone Cell Phone Work Phone

Address City State Zip

MEDICAL INFORMATION

Doctor Office Phone Dentist Office Phone

Insurance company Policy number

The questions below are designed to help us understand and work effectively with your child. You are not required to answer these questions; however, the lack of this information may affect our ability to work with your child.

Describe any unusual health conditions of the child

Does your child have any physical or mental disabilities, developmental delays or emotional/behavioral disorders that we should be aware of the help your child be successful in Kid's Club? Yes No

Has your child experienced any emotional trauma? Yes No

Note: If you answered yes to either of the above two questions, we will send you an intake questionnaire for you to detail your child's specific disabilities and needs to insure success for your child.

Is your child receiving any services through Special Education? Yes No

The following information will help Paynesville Area Community Education in fundraising and grant writing. This information will be held strictly confidential.

Number of people in your household

Check a range for Annual Household Income:

Below \$17,700 \$23,801 - \$29,800 \$35,801 - \$41,800 \$47,801 - \$53,900 \$59,900 & Above

\$17,701 - \$23,800 \$29,801 - \$35,800 \$41,801 - \$47,800 \$53,901 - \$59,900

Photo Consent and Release Permission

For Print Media

Yes I give my permission for Paynesville Area Community Education to use photographs of my child for promotional purposes and to waive any claims I may have against Paynesville Area Community Education for all thereof.

No I do not give permission for Paynesville Area Community Education to use photographs of my child.

For Web Media

Yes I give permission for Paynesville Area Community Education to use photographs of my child for promotional purposes on the organization's website www.paynesvillece.com.

No I do not give permission for Paynesville Area Community Education to use photographs of my child on the website.

I understand the implication of this Permission and Statement of Release. I certify that I am legally capable of executing this agreement, and that I have done so of my own free will on the date indicated below, on behalf of myself, my spouse, if not signed separately, and our child(ren) named above.

Signature of Parent/Legal Guardian _____ Date _____

Signature of Second Parent/Legal Guardian (optional) _____ Date _____



Policies & Procedures

(Parents please keep this page for your records)



Field Trip Transportation and Supervision

As a part of the Bulldog Kids Club curriculum, field trips are scheduled. Because children are required to participate in field trips, Parent/Guardian will be notified in advance of field trip dates, destination, and expected times of departure/return. It is essential to arrive on site with adequate time before departures.

Field trip admissions and transportation costs may be additional depending on the trip. Parents will be notified if there are additional fees prior to the trip. Please do not send additional money with your child. Children may also participate in local walking trips.

Bulldog Kids Club reserves the right to cancel any field trip due to inclement weather for your child's health and safety

I agree to permit the child named above to participate in walking trips, field trips or other activities sponsored by Paynesville Area Community Education. This permission is given with the understanding that transportation, if needed, will be provided by private vehicles driven by Paynesville Area Community Education staff members or volunteers, school buses and/or public transportation. I also understand that the children will be under Paynesville Area Community Education supervision throughout the duration of any field trip.

Safety/ Authorization for Medical Care

Knowing there is a certain amount of risk involved in even the simplest of children's games, sports and activities, I give my permission for my child to participate in activities and programs. I accept responsibility in the unlikely event that an accident might take place. I hereby certify that I carry health and/or accident insurance for my child and that I am solely responsible for the cost of health care for my child, even as a result of my child's participation in community education programs or activities.

In case of serious accident of illness to my child or in the event that the injury/illness involves my child's mouth or teeth, I hereby authorize the staff of Paynesville Area Community Education, my child's physician, dentist and those individuals named on the above Membership/Emergency form to give any necessary treatment to my child. You may call the doctor and/or ambulance if necessary at my exclusive expense. I agree that I am solely responsible for updating medical information to Paynesville Area Community Education.

Pick up/Drop off policy:

A parent/guardian or other person listed on the pick up list must sign the child in and out each day. Only persons whose names are on the list are permitted to pick a child up from Bulldog Kids Club.

Registration/Cost/Payments:

The registration fee for 2009-2010 School Year Bulldog Kids Club is \$25 for new Members And/Or \$20 for 2008-2009 school year Bulldog Kids Club Members.

Payments are due for the week on the first day your child is scheduled to attend Bulldog Kids Club for that week. **If not received on the first scheduled day for the week, there will be a \$10.00 per child late fee assessed to your account for that week. Children will not be allowed to attend Kid's Club unless all accounts are up to date. No Exceptions*****

Cancelling a Day: You must let us know by Friday, the week before at 6 p.m. if you are going to cancel any days for the following week. Any days cancelled after this time will be charged for as if the child were there.

Hours/Late pick ups:

Bulldog Kids Club is open after school - 6:00 p.m., Monday-Friday. If you are late picking your child up from Bulldog Kids Club there is a late fee of \$5.00 for every 10 minutes you are late.

Example: (1 child) Pick up at 6:10 p.m. = \$5.00 late fee

Pick up at 6:20 p.m. = \$10.00 late fee

September 2009

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|--|---------------------------------|----|----|----|
| | 1 | 2 | 3 | 4 |
| 7 No School Kid's Club is Closed – Labor Day | 8 First Day of Kid's Club | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

(Parent Reference Calendar) This is your calendar to keep

Please mark an X on the days your child will be attending Bulldog Kids Club.

Dates: September 8, 2009-June 3, 2010

Time: 3:00 p.m. - 6:00 p.m. **School Days**

Fee: \$7 per day (School Day)

- 1. ***If you need to cancel a day, you must do so by 6pm on the Friday before the week you are cancelling by calling 320-291-1147 or you will be billed for that day. Thank you.**
- 2. ***Payments must be received on the first day of the week that your child is attending Kids Club or you will be charged a \$10 late fee for that week.**



Policies & Procedures Con't

(Parents please keep this page for your records)



Signing in and out

Children must be signed and escorted out of the child care site by an authorized adult or sibling over 16 years of age. On non-school days children must also be escorted and signed into the program. Children cannot be dropped off or picked up at the door.

Conferences

Conferences will be available with Bulldog Kids Club staff as requested by Parent/Guardian or as needed.

Parent/Guardian Grievance Procedure

As a Parent/Guardian of a child enrolled in Bulldog Kids Club, if you have a suggestion, question, concern, or complaint about the program, the conduct of the staff, or the policies, the best course of action to take is:

1. Talk to the site coordinator. You can call the site coordinator, leave a written message, or schedule a conference.
2. If needed, contact the Community Education Director. The Director is available for a scheduled conference upon request.

Student Discipline Policy

In accordance with the Bulldog Kids Club goal of providing a safe, secure and nurturing atmosphere for all children, the program abides by the Paynesville Area Schools Student Discipline Policy. A copy of the policy is kept on site and will be provided upon request.

Disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires excessive attention from staff, or ignores or disobeys the rules which guide behavior during the school day and program time.

In order to minimize disruptive or unacceptable behavior, Bulldog Kids Club uses a variety of techniques such as: preventive measures, stop and think, redirection, verbal intervention, and consequences.

If a child's behavior substantially violates the rights of others, is substantially disruptive, endangers self, other children or staff, or damages school or Bulldog Kids Club property, suspension may be a consequence. If so, the following guideline will be used:

1st offense: 1 day suspension, 2nd offense: 3 day suspension, 3rd offense: 5 day suspension

The Bulldog Kids Club program has a responsibility to ensure the safety of the individual child, other students, and staff. The program reserves the right to terminate care immediately should there be a severe act of aggression towards students, staff or property.

NSF Checks

When a check is returned due to non-sufficient funds, it is the responsibility of the Parent/ Guardian to bring cash, a money order or certified check in the exact amount of the NSF check to the Paynesville Community Education office within 10 days of notification. Failure to do so may result in termination of child care services. There is also a \$25 fee for all NSF checks.

Absent Child

Bulldog Kids Club assumes responsibility for your child each day scheduled. Site staff must be notified when your child will be absent or late for any reason. Failure to notify staff of your child's absence from Bulldog Kids Club on a recurring basis may result in termination from the program.

Illness

Children with any of the following symptoms should not be sent to Bulldog Kids Club. If children attend the program with any of the following symptoms, Parent/Guardians will be contacted immediately to pick up the child:

- A temperature registering above 100 (auxiliary). Temperature must be normal (98.6 F) before returning.
- Fever, Vomiting, diarrhea, any undiagnosed rash, discharge from eye, ears or profuse nasal discharge, severe cold symptoms, lice.
- Exposure to communicable diseases (Such as: whooping cough, severe sore throat, measles, pink eye, ringworm, fifth disease, mumps, chicken pox, diphtheria, scarlet fever, strep throat) should be reported to staff. If your child is contagious, he/she may not attend Bulldog Kids Club until 24 hours after medication begins.

If Parent/Guardians is unable to pick up the sick child within one hour of being contacted, they are expected to contact an authorized person to pick up the child. In cases where the Parent/Guardian is unable to be reached, the person listed on the emergency form will be contacted.

When isolation of a child due to communicable illness is necessary, the child will rest in a space away from other children until Parent/Guardian arrives for pickup.

Outdoor play is an important activity which students participate in daily. Children attending Bulldog Kids Club should be healthy enough to engage in all activities. Bulldog Kids Club staff are not medically trained to make a medical diagnosis but only to observe and inform Parent/Guardian of any signs of illness. If staff observe signs of illness, Parent/Guardians will be contacted, and will need to pick up their child.

Child Abuse and Neglect

Under Minnesota state law, all professional staff who work with children are required to report all suspected physical abuse, emotional abuse, sexual abuse or neglect of children to county child protection and/or the local police.

Snow Day and Emergency Closing Information

All national weather safety procedures will be followed in the event of severe weather. Bulldog Kids Club will be closed on days when school is closed because of weather.

Bulldog Kids Club will close in the event of an emergency closing of the school during the school day. Parent/Guardians are asked to monitor radio and television announcements. If Parent/Guardians cannot be reached, staff will attempt to contact an authorized person from the emergency form.

Attire/ Outside Play

Children will need to have tennis and/or rubber soled shoes for gym and outdoor play daily. Please be sure your children have the proper seasonal attire. Bulldog Kids Club strongly encourages outside play as it is not only an appropriate but necessary part of the program. Each day we will schedule outside play unless the weather conditions are poor (raining, severe weather or temperatures/wind chill below 0 degrees f).

Snacks and Lunches

A snack will be served each afternoon. On non-school days all children must bring their own lunch and beverage daily. Also on non-school days a morning snack will be provided, but is not intended as a complete breakfast.