



Kent City Elementary Child Care Contract

2023-2024 School Year

Pamela Thomas, Principal
pam.thomas@kentcityschools.org
29 College Street
Kent City, MI 49330
(616)678-4181

Parent/Guardian Information:

Full name(s): _____

Cell Phone Number(s): _____

Email Address(s): _____

Child Information:

Name/Date of Birth: _____

Name/Date of Birth: _____

Name/Date of Birth: _____

Name/Date of Birth: _____

Our Kent City Elementary Child Care program is licensed through the State of Michigan. Therefore, we follow all State of Michigan Child Care policies and procedures to ensure your child is safe at all times. Please thoroughly read through our policies and procedures below.

Rates & Policies:

- Prices are \$6.00 per child per day for before school care/\$9.00 per child per day for after school care/ \$17.00 per day per child for Early Release After School Care.
- All enrollment forms must be turned in prior to your child attending our program.
- Monthly schedules must be submitted by the deadline provided on the schedule, or we may not be able to provide child care that month.
- We do not provide childcare on days in which school is not in session, including snow days and two hour delays (no before school care).
- We prefer a minimum of a 24 hour notice for schedule changes. If any same day changes need to be made, please call the school and speak with an administrative assistant directly. She will make sure these changes can be accommodated, and all parties are notified.

Student Pick Up/Drop Off:

- Before school care drop off will be at door K facing 17 Mile Rd. We ask that upon arrival, you call our providers at 616-648-3554 so they can meet you. No earlier than 6:00 am for arrival time.
- For after school care, you will need to call 616-648-3554 and the provider will direct you to the correct playground or school entrance to meet them at. No later than 6:00 pm for pick up or you may be subject to additional charges.
- We require all parents/guardians to sign their child in and out of all programs.
- Underage children are not allowed to sign in or out siblings, relatives or friends from after school care.
- A child will not be released to anyone that is not designated on the child information record. For the safety of your child, if our providers are not familiar with the parent/designee requesting to sign out a student, they are instructed to ask for ID to verify that person is listed on the child's information record.

Payment Options:

- Monthly statements will be emailed or mailed to the address you provide the first week of every month.
- All balances must be paid in full by the last Thursday of the month.
- Because we need to adequately staff our program ahead of time, you will be billed for all days marked on the monthly calendar schedule, even if your child does not attend every one of those days.
- Acceptable methods of payment include cash, checks or money orders, payable to Kent City Schools.
- If a personal check is returned due to lack of funds, there will be a \$25 fee added to your bill. To avoid further complications, we will only accept cash or money orders for the remainder of the school year.
- Payments must be given directly to a child care provider, mailed, or turned into the elementary office.
- Please make sure your payments are made on time to avoid possible interruptions in your childcare services. We reserve the right to discontinue child care services until payment is received. In the event of multiple late payments, we may terminate services for the rest of the year.

Childcare Assistance/DHS:

- We do accept DHS assistant at Kent City Elementary.
- Applications are available in the Kent City Elementary main office. Once completed, you will need to turn in all paperwork to your social worker.
- DHS only covers child care services from the date of application.
- You will be responsible for all child care charges that DHS does not cover or approve.

Student Requirements:

- Children must be completely toilet trained. Specifically, they must be able to pull his/her own clothing down, sit on the toilet, wipe, re-dress, wash hands and rejoin the group.
- Students must be respectful and follow all after school care rules and guidelines. In the event of repetitive negative behavior, we do reserve the right to discontinue child care.

Per the State of Michigan child care licensing requirements, we must have a *Statement of Good Health* on file for all enrolled children. Please complete the following information, making sure to include each enrolled children's name on the line below.

I, _____, confirm that my child (children), _____ is in good health and up-to-date on immunizations. A copy of my child's immunization record or waiver is on file with Kent City Community Schools.

Please state child's name(s) and any activity restrictions, or write "None" in the space below.

Parent/Guardian Signature: _____ **Date:** _____

The signature(s) below represents the following:

1. I have received a copy of the Kent City Elementary Child Care Handbook.
2. I agree to all policies and procedures stated above.
3. I understand this contract is legally binding.

_____ **Parent/Guardian Signature** **Date**

_____ **Parent/Guardian Signature** **Date**

Please Select one:

I prefer digital scheduling forms & statements I prefer mailed paper copy schedules & statements