

**School Year 2017/2018
Regular Program Enrollment Form**



***Enrollment deadline is Friday, August 11th to start the first day of school and receive \$10.00 off registration fee per child. Please allow 5 business days for processing to start.** Thank you for considering Kids & Company as your childcare provider this school year. We are looking forward to working with you and your child to provide a caring and stimulating environment where your children can develop socially, intellectually, & emotionally. We strive to provide a safe, compassionate, and fun environment for your child.

Like us on  <https://www.facebook.com/CBKIDSANDCO>

If your child has special needs or a condition that requires close supervision, assistance, or different diet please record this information in the registration so we can evaluate ways to best serve your child.

Please review the specific eligibility requirements in the Parent Handbook.

*In accordance with Federal Law & U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion as required by IA Code sec.216.7 & 216.9.

Please retain first 4 pages for future reference

Kids & Company is located in 10 Council Bluffs Elementary Schools.

Hours of operation are 6:15 AM until school starts and after school until 6 PM.

Program Sites:

<p>Bloomer 210 South 7th Council Bluffs 712-355-3290</p>	<p>College View 1225 College Road Council Bluffs 712-355-3293</p>	<p>Crescent 401 E. Welch Crescent, IA 51526 712-355-3298</p>	<p>Edison 2218 3rd Ave Council Bluffs 712-355-3291</p>
<p>Franklin 3130 Ave C Council Bluffs 712-355-3292</p>	<p>Hoover 1205 N Broadway Council Bluffs 712-355-3294</p>	<p>Lewis & Clark 1603 Grand Ave Council Bluffs 712-355-3295</p>	<p>Longfellow 2011 South 10th Council Bluffs 712-355-3296</p>
<p>Roosevelt 517 N 17th Street Council Bluffs 712-355-3297</p>	<p>Rue 3326 6th Ave Council Bluffs 712-355-3287</p>		

Who is eligible to attend Kids & Company? Kids & Company is open to children 4 years and older who attend a Council Bluffs Community Elementary School. Kids & Company is a group setting with ratio created by IA state licensing.

Registration Process: Before your child can start at Kids & Company, the following is required:

- **One registration packet for EACH child should be completed in full including registration fee and deposit. Incomplete forms will be returned.**
- You may enroll in the Standard before and after program or Monday Only Club. See fees and minimum charges for each program on page 4.
The scheduled attendance portion of the registration form must be completed.
- For children 5 years of age & older & enrolled in school, a statement of health signed by the parent is adequate. ***For children ages 4 & 5 enrolled in preschool, a physical report signed by a physician, & immunization records are required.*
- There is a \$25.00 registration fee per child. Registration includes a sticker and t-shirt.

300 West Broadway, Suite 212 * Council Bluffs, IA 51503 * Phone: 712-322-8800 * Fax: 712-322-8941 www.commedfoundation.org
Sponsored by the Community Education Foundation, Inc. * In cooperation with the Council Bluffs Community School District

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- A deposit equaling one full week of childcare fees is due at the time of enrollment. This deposit will be applied to your final invoice or refunded at the time of disenrollment or at the end of the session (summer/school year). **For those using Monday Only Afternoon Club fees are payable prior to the start of the trimester. No Refunds will be made for not attending.**

Enrollment Options

Kids & Company offers 2 enrollment options:

Option 1 - Standard Kids and Company Program:

The standard program requires a minimum weekly attendance of 5 units (each morning is 1 unit & each afternoon is 1 unit). Further charges apply for additional units and non-school days. Regular fees include Monday afternoon care for early dismissal.

Option 2 - Monday Only Afternoon Club:

This care is available for those who only need care only on early dismissal Mondays. Fees are paid in advance on a trimester basis and are non-refundable. Families utilizing this service can also sign up for the non-school day program (SEE BELOW).

Non- School Day Care: If families register for Kids & Company they have options of using all out of school days Kids & Company is open. Non-school day care reservation forms are available at sites 2-3 weeks before the non-school days. There is an additional charge for full-day childcare. Families are required pre-register prior to each full day for their children to participate in the full-day activities. Kids & Company policy states that anyone who signs up for a full day will be charged even if their child does not attend. Please send a sack lunch with your child. Kids & Company does not provide lunches on these days.

Snow-Days/Severe Temperature/Inclement Weather: On days when school is cancelled due to weather, Kids & Company might be open at our discretion based on severity of conditions. Please call the office at 712-322-8800 or your Director's cell phone to see if Kids & Company will be open. A recorded message will be left by 6:00 a.m. on the office voicemail providing this information, or check the website or Facebook.

Please sign up for Remind.com to get regular text updates from Kids & Company.

Full day rates apply on Snow Days only if your child (ren) attend.

Hours for snow days/Severe Temperature/Inclement Weather are 7:30 – 5:30.

Early Dismissal/Late Start: Kids & Company is available ONLY TO REGULAR PROGRAM families when school is delayed or dismissed early for weather. ***There is a charge of one additional unit for a late start or early dismissal.***

Schedule of Attendance: For their safety, children must arrive and leave the Kids & Company site according to the schedule provided by their parent on the registration form. Families are required to contact the Site Director to report illness or absence. Absences without prior notification may be mistaken for a missing child, causing unnecessary concern and a search for the child. Recurring unreported absences may result in loss of childcare services.

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Release of Children: All children are required to be signed in when they arrive and signed out at the end of the day by a family member. Failure to sign in or out could result in suspension of childcare. Children will be allowed to leave with persons other than a parent/guardian, or person on the emergency contact list, only if permission has been given to the Site Director by a parent or guardian not via a child. Non-regular contacts should be prepared to show ID.

Family disagreements: Kids & Company strives to stay out of the middle of family disagreements regarding step parents, custody days, shared payment responsibility, and other family situations. Parents should be clear with each other who may or may not pick up children prior to such situations arising. If there are legal judgments in place, please provide Kids & Company a copy

Meals: Kids and Company does not provide breakfast on regular school days except at 21st Century Grant Locations (Franklin, Longfellow, Roosevelt and Rue). If you want your child to eat breakfast at school, the cost will be charged to your child's school lunch account. Kids and Company *does* provide a nutritious snack after school. Please help us to receive reimbursement by filling out the Iowa Eligibility Application form in the packet. This form is mandatory. Breakfast & snack are provided on full days. Please send a sack lunch for out of school days.

Providing a Safe and Harmonious Program: Children are entitled to a pleasant and harmonious environment while attending the program. This program cannot serve children or families who display chronically disruptive behavior. Behavior that poses a physical risk to themselves other children or staff may result in immediate termination from the program. Weapons, belligerent/foul language and violence towards others is not tolerated.

Late Fees: There is a \$10.00 late fee per child for a family arriving after 6:00 P.M. Late fees will be applied to your Kids & Company billing statement. If a family frequently arrives after 6:00 P.M., childcare services may be terminated.

Child Care Fees: **There is a minimum charge of 5 units per week** (*a unit is equal to 1 session before or 1 session after school*). In special circumstances *i.e. vacations or extended illness*, if your child will be absent for a full week (Monday through Friday) you will not be charged if you give the office notice. If your child is gone more than two weeks from Kids & Company without prior notice, you may be required to re-register and pay a new registration fee to be readmitted to the program. If there is a waiting list at your site, you will be placed on the waiting list. There is a \$20.00 fee for all checks or auto-withdraw returned non-sufficient funds.

Payment of Childcare fees: Families are expected to pay for childcare services each week. Weekly invoices are provided to families at the site by Wednesday of each week for services provided the prior week. Please verify the accuracy of your invoice immediately. Please call the main office at 712-322-8800 x 0 if you have any questions regarding your bill. Any questions or concerns should be addressed within 60 days. After that time, the invoice will stand as presented.

ACH (automatic withdrawal): Automatic withdrawal (ACH) is a convenient and easy way for child care fees to be paid automatically. An ACH permission form is available upon request.

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Program Fees**

FULL FEE	1 Child		2 Children		3 Children	
Minimum Weekly Charge:	\$33.25		\$58.25		\$83.25	
	Weekly	Daily	Weekly	Daily	Weekly	Daily
Before & After School	\$66.50	\$13.30	\$116.50	\$23.30	\$166.50	\$33.30
Before School Only	\$33.25	\$6.65	\$58.25	\$11.65	\$83.25	\$16.65
After School Only	\$33.25	\$6.65	\$58.25	\$11.65	\$83.25	\$16.65
Full Days	\$121.75	\$24.35	\$213.00	\$42.60	\$294.50	\$58.90
Late Start/Early Out (1 addition unit)		\$6.65		\$11.65		\$16.65
Monday Only Club (per child)	Trimester 1		Trimester 2		Trimester 3	
	\$91.50		\$99.85		\$91.50	

Who is eligible for reduced child care fees? The CCS reduced rate is available to families who do not qualify for DHS assistance, whose children attend Kids and Company on a full-time basis (10 units per week), **and** whose gross monthly household income falls within the guidelines in the CCS column in the chart below. In order to be eligible for the reduced child care rate, all adults in the household must either be working a minimum of 28 hours per week or attending school full time. All others pay the full fee rate. *Only 12 reduced rate grants will be available at any one time, and will be awarded on a first-come - first served basis.

Please contact the main office for information on applying for the reduced CCS rate.

Family Size	DHS Monthly Gross Income	CCS Monthly Gross Income
2 Members	\$2,136	\$2,504
3 Members	\$2,688	\$3,149
4 Members	\$3,240	\$3,793
5 Members	\$3,792	\$4,437
6 Members	\$4,344	\$5,082
7 Members	\$4,898	\$5,726

The Community Care Subsidy (CCS)

To Receive Department of Human Services (DHS) Funding assistance for your childcare, please contact the DHS office at 1-866-448-4605.

Please contact our office in January if you require a statement for tax purposes.

Non-school day care reservation forms are available at sites 2-3 weeks before the non-school days. There is an additional charge for full-day childcare. Families are required pre-register prior to each full day for their children to participate in the full-day activities.

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Office use only: Date received _____ Time: _____ Staff who received: _____ Office staff: _____

Current school attendance: _____ Kids & Company school year location _____

Enrollment: Standard Program (Includes Monday PM) _____ Monday Only _____

First Date of Attendance: _____

Child's Full Name	Date of Birth	Grade	Sex	Race	Hispanic Y / N
Other Children From Immediate Family Attending Kids & Company					

1st Parent/Guardian/Custodian With Whom the Child Resides:

Name	Relationship to Child:
Address: _____	
City: Council Bluffs ___ Carter Lake ___ Other: _____	
Zip: _____	
Home Phone: ()	
Cell Phone: ()	E-Mail:
Company/Employer:	Address:
Other Phone: ()	Work Phone: ()

2nd Parent/Guardian/Custodian:

Name	Relationship to Child:
Address: _____	
City: Council Bluffs ___ Carter Lake ___ Other: _____	
Zip: _____	
Home Phone: ()	
Cell Phone: ()	E-Mail:
Company/Employer:	Address:
Other Phone: ()	Work Phone: ()

Attendance Information

We must know exact mornings and afternoons your child will be attending:

Mon-AM	Tues-AM	Wed-AM	Thurs-AM	Fri-AM
Mon-PM	Tues-PM	Wed-PM	Thurs-PM	Fri-PM

Approximately what time will your child/ren be dropped off/picked up. AM _____ PM _____

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Child's Name: _____ Birth Date: _____

Emergency Contacts

Parent/Guardian are contacted first in case of an emergency. Kids & Company requires **two** other people to contact who could pick up the child in case we are unable to reach the parents. These are the only people authorized to pick up your child. (Please be sure persons below are aware you have listed them as emergency contacts for your child) ***Step family situations should be worked out amongst parents. Kids and Company will not be placed in the middle of contact disagreements that are not court ordered.

Name:	Phone: ()	Relationship (to child):
Name:	Phone: ()	Relationship (to child):
Name:	Phone: ()	Relationship (to child):
Name:	Phone: ()	Relationship (to child):

Information about your child that might be helpful to Kids & Company:

Custody/Restraining Orders

Are there any custody or restraining orders for any persons who may attempt to pick up or have contact with this child while in care at the center? (Kids & Company will need a copy of the order for authorities to enforce it.)

Name:
Relationship to Child:

**I have read the accompanying letter, and agree to the terms and conditions therein. I personally guarantee and promise to pay any obligation to Kids & Company on demand, any sum, which may become due I agree to defend, pay, indemnify and save Community Education Foundation (CEF) dba Kids & Company, its officers and employees, free and harmless, from any and against all claims, demands, fines, suits, actions, proceedings, orders, decrees, and judgments of any kind or nature by or in favor of anyone whomsoever and from and against all cost and expenses, including reasonable attorney's fees, resulting from or in connection with loss of life, bodily injury or property damage arising directly or indirectly, out of or from on account of any occurrence in, on, at or from the participation in the Kids & Company program. The undersigned parties represent that they have carefully read and fully understand the foregoing provisions. The parties represent that they enter into this agreement of their own free will.

Signature Parent/Guardian Date Signature Parent/Guardian Date

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Special Permissions

Child's Name: _____ Birth Date: _____

Travel Authorization

I do ___ do not ___ grant permission for my child (listed above), to leave with Kids & Company on a public transportation bus to special places, walks to parks, shopping trips, etc.
Special restrictions: _____

Video/Movie Release

I do ___ do not ___ give my child permission to watch PG rated video's at Kids & Company.

Media Release Authorization

I do ___ do not ___ give permission to have my child appear in any media, advertisement, web, facebook coverage approved by Kids & Company.

Meals

Kids & Company participates in the Child & Adult Care Food Program. Please mark below the meals you anticipate your child will receive while in our program:

School Days: PM Snack- ___ Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri.

Non School Days: ___ Breakfast ___ PM Snack

Sunscreen/Bug Spray

I give permission for Kids & Company to apply sunscreen &/or bug spray to my child
As needed during program hours. ___yes ___no

Please apply only the brand/type I have provided (list brand /type) _____

Records Release Authorization

I hereby authorize and request _____ (name of school) to release to Kids & Company a copy of the most recent immunization and/or physical records of my child (listed above) in their school record.

In order to help my child be successful, I do ___ do not ___ give permission for the Kids & Company Director staff at school to share and receive information regarding my child with school personnel, including IEP, social/behavioral goals.

Signature Parent/Guardian: _____

Date: _____

Please ask your Site Director for a copy of the Family Handbook or download it from our website at: http://www.commedfoundation.org/kc_home.php

I received a Kids & Company Family Handbook or have downloaded it.

Signature Parent/Guardian: _____

Date: _____