

# KIDS CLUB CONTRACT

**THIS FORM MUST BE READ, THE CONTRACT FORMED SIGNED AND RETURNED TO KIDS CLUB.**

**A. Authorization for Pick Up:** Children will be released only to their parents, appropriate teacher or school bus unless we receive written or oral instructions from the parents to release them to someone else. Please list on the registration form anyone and their relationship to your child who will be allowed to pick up your child from Kids Club. Please notify us of any special circumstances. **DO** notify us in writing when one of these other people will be picking up your child. A picture ID may be required of anyone who does not regularly pick up your child. If someone other than the regular people attempt to pick up your child and we have not been notified by you, we will not release your child until we have spoken with you. We apologize for any inconvenience this might cause you or your friends and family, but we feel it is necessary to provide adequate security for your child.

**B. REGARDING ILLNESS:**

Please **DO NOT BRING YOUR CHILD TO US IF HE OR SHE IS ILL** as we will be unable to accept him/her. Symptoms of illness that indicate your child should stay home are:

- \* **Fever at anytime during the previous 24 hours;**
- \* **Vomiting or diarrhea within 24 hours;**
- \* **Thick, green mucous discharge from the nose, or extremely runny nose;**
- \* **Any illness that is within the first 24 hours of antibiotic treatment.**

**C. Toys from Home:**

Since many of our KC kids spend so much time here, we do allow toys from home whenever the child wishes to bring them. However, please keep the following in mind:

- \* Must be non-violent toys.
- \* Please mark toys with child's name.
- \* The child responsible for his/her items. Please know that things from home can get lost and/or broken.
- \* It would be better to keep really special things at home.
- \* Please help your child use good judgment with what they choose to bring and keep it to a minimum.
- \* When toys are out they must be shared. If the child is tired of sharing (which is okay), then the toys will be put into the child's backpack.
- \* If the teacher says toys must go back into the backpack, the child must put them away.
- \* Children are definitely *not required* to bring things from home, just *allowed*.
- \* There is no special day for things from home, just when it seems important for your child.
- \* Middle School children may have their phones until the Primary/Elementary bus arrives. All others must keep their phones in their backpack and will not be allowed to use them while at MUMC.

**D. Transportation.** (for bus riders):

Please sign the included permission slip to allow the KC staff to transport your child to/from school if the school bus is not available or is accidentally missed. Seat belts will be used at all times.

**E. Outdoor play:**

We **will** take the children outside whenever possible, so please **be sure they have warm clothing** with them for cold days, including **gloves or mittens**. The play equipment can be very cold to hold onto even on a day nice enough to be out.

#### **F. Inclement weather:**

You are responsible for **back up care** for your child when this program is unable to operate due to bad weather. Our opening depends on road and parking lot conditions. Please sign up for Remind for notifications of closings, late openings, or early dismissals. You may also call Kids Club/PTO at 301-371-8680.

#### **G. Behavior:**

The rules at Kids Club center around respect for each other, the staff, equipment, toys and surroundings. One of the major goals of MUMC Preschool, Kids Club, and PTO is to help the children function positively in a group situation. Kids Club and PTO will follow the discipline procedures listed below:

1. The child will be instructed as to the appropriate behavior at the beginning of the school year or whenever he begins coming to Kids Club/PTO. Should the child demonstrate inappropriate behavior,  
he/she will be reminded as to what the correct behavior is for the group.
2. When a child chooses not to follow the given directions or established rules, he/she will be asked to take a "time-out" from the rest of the group. The child may reenter the group after the teacher has  
talked with the child about the misbehavior. Children will be encouraged and guided to resolve their  
own conflicts with the help and support of a staff member.
3. Continued misbehavior will result in contacting the parents and discussing the misbehavior.
4. Parents will always be informed if there is a serious behavior problem with their child.
5. Middletown United Methodist Church Kid's Club and PTO reserves the right to terminate use of these programs if there is consistent inappropriate behavior of the child which endangers the welfare and/or interferes with the well-being of the other children.

#### **H. Student Volunteers:**

Kids Club is often blessed with students from Middletown High School. The students who come to us are young people with an interest in early childhood education and are always teamed with our regular staff members.

#### **I. Accounts:**

All accounts should be paid in full on a weekly basis for the preceding week. Amount due for the previous week will be available Monday through Friday in the red accounting book. If you prefer to pay less frequently, you may estimate your upcoming account and pay in advance. A running balance is kept in the red accounting book. Please do not write in the accounting book.

#### **J. Returned checks and late payments:**

There will be a \$20 fee for returned checks. Accounts accruing more than a month's charge will have an additional charge of \$10 added to them. In addition, if your account is more than 30 days past due your child(ren) may not be able to return to Kids Club until payment is made on the account. If you anticipate a problem paying your charges, please talk to Heather Kline (301-371-8680) before the payment is due.

#### **K. Overtime Charges:**

**After 6:00 p.m. there will be a charge of \$10.00 for the first 1 to 15 minute period and \$5.00 for every 5 minute period after.** DO call as soon as you know that you will be late! Should late pick-up become a

regular problem, Kids Club reserves the right to remove your child/children from the program.

## KIDS CLUB CONTRACT (Preschool)

Child's Name \_\_\_\_\_

Preschool Class in Fall \_\_\_\_\_

Preferred Days \_\_\_\_\_

Total Hours Needed Per Week \_\_\_\_\_

Time In \_\_\_\_\_

Time Out \_\_\_\_\_

**Fee Agreement:**

The number of hours you contract for must equal or exceed the number of hours scheduled above. Families are responsible for payment each week, whether their children do or do not attend. Each family is allowed one week "vacation" per school year.

**Please note:** Kids Club may be open **some** of the days MUMC Classes or Frederick County Public Schools are closed. If your child attends these days, your rate may vary depending on time used.

**First Child:**

**Second Child:**

30+ hours/wk	\$150	_____
25-30 hours/wk	\$130	_____
15-25 hours/wk	\$105	_____
10-15 hours/wk	\$ 80	_____
5-10 hours/wk	\$ 60	_____
0-5 hours/wk	\$ 30	_____

30+ hour/wk	\$120	_____
25-30 hours/wk	\$105	_____
15-25 hours/wk	\$ 90	_____
10-15 hours/wk	\$ 70	_____
5- 10 hours/wk	\$ 50	_____
0- 5 hours/wk	\$ 25	_____

**\*\* The child who attends the most hours per week will be charged the First Child rate. \*\***

**Drop In** (Can only be used twice a month if space is available): **Charged based on number of hours used** \_\_\_\_\_

**Please sign below to indicate you have read, completed, and understand the above stated information.**

Date \_\_\_\_\_ Signatures \_\_\_\_\_ , \_\_\_\_\_

**I give permission for the MUMC Kids Club staff to transport, with seat belts fastened, my child to and from a designated emergency shelter, the bus stop, and/or the Middletown Middle, Elementary or Primary Buildings as necessary.**

Date \_\_\_\_\_ Signatures \_\_\_\_\_ , \_\_\_\_\_