

DATE REC'D _____

START DATE _____

Okemos Kids Club School Age Programs Registration Form

If there are multiple FINANCIAL sponsors each sponsor must submit a registration form and a registration fee.

Registration and Equipment Fee: \$55 Non-Refundable per child due with registration form

Payable to: Okemos Kids Club (OKC) School in the Fall of 2018 _____
1826 Osage Drive
Okemos, MI 48864 Grade in the Fall of 2018 _____

New Participant Returning Participant

Child's Last Name _____ First Name _____ Gender _____ Birth Date _____

Address _____ City _____ Zip Code _____

Primary Parent/Financial Sponsor _____ Cell Phone # _____ Home Phone _____ Work Phone _____

Circle Relationship to Child Father Mother Other (Explain) _____

Second Parent Name (or Legal Guardian) _____ Cell Phone # _____ Home Phone _____ Work Phone _____

Circle Relationship to Child Father Mother Other (Explain) _____

Email Address (will be used for invoices/reminders/messages) _____

Child lives with: Both Parents Mother Father Other _____

Payment Options (Choose one):

- Mail/Drop off cash, check, money order, credit card/debit card info Online Portal
- Call OKC Registrar/Clerk with credit/debit card info Auto Pay

Please Check All That Apply from the Schedule Options Below:

- Regular Schedule (Please check the program(s) your child will be attending and circle the days of attendance. There is a 2 day/week minimum.)
 ___ Before Care M T W Th F ___ After Care M T W Th F
- Super Saver (Includes All Before, After, Full & Half Days. DOES NOT INCLUDE Winter or Spring Break Care, Field Trip Fees or EARLY RELEASE CARE.)
- Flex Schedule (Must choose at least 8 days/month/program. Calendar due on the 5th of preceding month.)
- Punch Card (Pre-Paid- Must notify Director at least 24 hours in advance before child attends. Only good for Before Care & After Care.)

Does your child receive any special educations services? No Yes explain _____

Does your child have any special needs? No Yes explain _____

Children must be able to independently toilet, dress and meet personal needs daily.

Photo Release: I give permission for my child to be photographed or videotaped during Okemos Kids Club activities. I understand that the photo/videotapes will only be used for informational/promotional purposes related to OKC or accrediting agencies and may appear on the OKC website.

Please Initial _____

PLEASE RETURN REGISTRATION FORM (with fee) TO THE EDGEWOOD EARLY CHILDHOOD CENTER

CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:	Date of Admission	Date of Discharge	
Name of Child (Last, First, Middle Initial)			Child's Date of Birth
Address (Number and Street, Building/Apartment Number)		City	State Zip Code
Parent/Legal Guardian's Name	Home Phone ()	Parent/Legal Guardian's Name (Optional)	Home Phone ()
Home Address (if not child's address)	Cell Phone ()	Home Address (if not child's address)	Cell Phone ()
City	State	Zip Code	City State Zip Code
Email Address (optional)		Email Address	
Employer Name	Work Phone ()	Employer Name	Work Phone ()
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ()	
Hospital Preferred for Emergency Treatment (optional)			
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)			

BCAL-3731 (Rev. 6-17) Previous editions 4-16, 6-15 and 7-12 may be used until September 30, 2018.

See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)		
1.	()	()
2.	()	()
3.	()	()
Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)		
1.	()	2. ()
3.	()	4. ()

Parent/Legal Guardian Initials:	
_____ I give permission to _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical for the above named minor child while in care.	

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.	
Signature of Parent or Guardian _____	Date Signed _____

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation	

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**OKEMOS KIDS CLUB
SCHOOL YEAR CHILD PLACEMENT CONTRACT**

As of _____, the Okemos Kids Club agrees to provide services for:
Start Date

Printed Name of Child

Date of Birth

The Parent/Guardian Stipulates:

I have read and agree to comply with the policies stated in the Okemos Kids Club Parent Handbook. The parent handbook can be found online at <http://www.okemosk12.net>, COMMUNITY, Okemos Kids Club.

I agree to pay the monthly payment of tuition as specified on the rate schedule established by Okemos Kids Club. I understand that monthly invoices will be mailed by the 10th of the month and payment is due in the Community Education Office by the 25th of the month preceding the month of care. I understand that a late payment fee of \$25 will be assessed on the 26th of the month, if the tuition payment is not received by the 25th of the month.

I understand that failure to pay in full by the last day of the month preceding care will result in my child being removed from the program and that this will not relieve me of my obligation to pay any amount that is due. I also understand that if childcare payments are delinquent by 30 days my balance will be sent to a collections agency and I will be reported to a local credit bureau.

I understand that there is no trading of days permitted once my child is scheduled for care and that a five business day written notice is required for a **permanent** schedule change. There are no credits or refunds given for days when my child is absent or not in attendance. This applies to full, half, and break days during the school year as well.

I agree to pay the EARLY DROPOFF/LATE PICKUP FEE of \$1/min./child when my child is dropped off before 7:00 A.M. (7:15 A.M. for break days) or picked up after 6:00 P.M. After four occurrences, the rate will be \$5/min per child. If there are ten occurrences in a school year, I may be asked to seek alternate childcare arrangements.

I understand that a **two-week written notice** is required when a child permanently **withdraws** from any OKC program except Supersaver (see Supersaver Contract) and must be submitted to the Okemos Kids Club office. Parents are responsible for tuition whether or not the child attends during this two-week period. Re-enrollment during the same year, space permitting, will require a new registration form and registration fee.

I understand that all school year tuition must be paid in full before I can register for summer childcare.

These are our expected standards for enrollment in our school age programs: Must be able to independently toilet, dress and meet personal needs daily. I understand that my child will be required to independently toilet, dress and meet their own personal needs daily.

Upon signing this agreement, the parent, legal guardian or responsible adult and the childcare facility agree to abide by all of the provisions contained in this contract.

Parent, Legal Guardian or Responsible Adult

Okemos Kids Club

Signature

Signature

Printed Name

Okemos Kids Club Registrar
OKC Title

Date

Date

OKC SCHOOL AGE SUPERSAVER CONTRACT

My child, _____, will be a Supersaver student at Okemos Kids Club for the 2018/19 school year.

The School Age Supersaver includes *all before, after, half, and full days during the school year*. This includes August 27th, January 18th, and June 12th half days, November 6th, 9th, and 21st, and March 13th full days. *This does not include Winter Break, Spring Break, Early Release activities or any Field Trip fees*. Break day operating times are from 7:15 AM – 6:00 PM.

I understand that the Supersaver program is a full school year commitment and that I am committed to 9 equal payments that will be paid by the 25th of each month starting on August 25th and ending on April 25th. **If I choose to drop out as a Supersaver, I understand that OKC must be notified by the 25th of the month and that the drop will be effective on the last day of that month. I understand that OKC will back bill us for the amount owed using the daily rates posted for this school year. A \$50 processing fee will be incurred.**

Upon signing this agreement, the parent, legal guardian, or responsible adult and the childcare facility agree to abide by all of the provisions contained in this contract.

Parent, Legal Guardian or Responsible Adult

Okemos Kids Club

Signature

Signature

Printed Name

Okemos Kids Club Registrar
OKC Title

Date

Date

Okemos Kids Club

Statement of Good Health Form

As the parent/guardian of _____, I attest to the following: Childs Name

1. My child is in good health.
2. I assume responsibility for my child's health while at Okemos Kids Club.
3. My child has obtained all immunizations shots/boosters required by the State of Michigan, as well as any additional health requirements of Okemos Public Schools.
4. I will inform Okemos Kids Club of any changes in my child's physical health, and/or emotional/psychological conditions, as well as any health restrictions, allergies or medications.

Parent/Guardian Signature

Date

Parent Notification of the Licensing Notebook Requirement

Child Care Organizations Act, 1973 Public Act 116

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

I have read the above statement issued by

OKEMOS KIDS CLUB

Name of Child Care Center

Printed Parent Name _____

Parent Signature _____ Date _____