

OKC Punch Card Rules and Regulations

- 1) Punch cards must be purchased from the Okemos Kids Club Main Office at Edgewood. Purchases cannot be made at the child's Before/After Care site. Call 706-5023 or 706-5024 to purchase cards.
- 2) Punch cards hold up to ten punches each. Purchases may be made for one to ten punches per card. Multiple cards may be purchased for over ten punches.
- 3) When requesting use of a punch at your child's program, the request must be made a minimum of 24-hours in advance to the Program Director (i.e. if you need before care on Tuesday, you need approval by 7am Monday; if you need after care on Wednesday, you need approval by 3pm on Tuesday. Note: if you need child care on a Monday, you need approval by the Friday before.)
 - a. Directors reserve the right to refuse punch card requests if 24-hour notice has not been given, you have run out of punch cards, or staffing is insufficient to accommodate your child safely within ratio.
 - b. Once a punch has been reserved for use it will be charged whether your child attends or not. Punch card approvals and staffing decisions are made based on number of students we are expecting and we may have to turn away other families based on your reservation of that spot.
- 4) After every punch card day a parent/guardian needs to initial the Director's copy of the punch card. This ensures that the Director's records are being kept up to date and no punch card days are omitted or mistakenly added.
- 5) If you send your child to his or her program without an available punch, after your punch has been refused, or without prior notification you may be asked to leave with your child or your child will be sent to the office and a call home will be made in order to pick your child up. OKC maintains a 1:15 ratio. (Montessori 3 & 4 year olds & Begingergarten maintain a 1:8 ratio.) Although we would love to accommodate your needs, staffing may prevent us from doing so.
- 6) If your child attends Kids Club without available punches, but with Director permission, you will be charged an added day fee for attendance. (See the current rate sheet for fees.)
- 7) Before Care punches cannot be substituted for After Care and vice versa, After Care punches cannot be substituted for Before Care. They cannot be transferred between siblings. Punch Cards cannot be used for full days of school. All Punch Cards expire on the last day of the current school year and cannot be transferred to the following school year or refunded.