

MIDDLETOWN UNITED METHODIST CHURCH
Licensed by the Maryland Child Care Administration
7108 Fern Circle, Middletown, Maryland 21769 (301) 371-8680 Fax# (301) 371-6025
www.mtownumc.org kidsclub@mtownumc.org

Kids Club Registration

Preschool

Fall 2022 / Spring 2023

Attention Parents: Please read carefully!

Kids Club billing is based on a flat rate system. Please CONTRACT for the number of hours your child will use each week and you will be billed for that amount. If your child is in the program less than the number of hours contracted, you are still responsible for the contracted amount. If your child used more than the contracted amount, you will be charged the higher rate that week. If you continue to use more than your contracted hours, Kids Club reserves the right to raise your contract to the higher level. Kids Club will no longer prorate shortened weeks, so your weekly amount should be the same unless your child needs more hours in a given week. At this time, Kids Club hours are 7:15-5:30, this may change back to our normal hours (7:00-6:00) later in the school year.

What you need to do:

1. Review the following rates and determine which rate you would like to reserve.
Note: Priority will be given to full time children.
2. Complete the Registration form, Contract, and Emergency Form
3. Church members may return forms on Wednesday, January 26th,
Currently Enrolled families on Thursday, January 27th,
Alumni families on Monday, January 31st and
Registration opens to the community on Thursday, February 3rd at 9:30 am.
4. MUMC Preschool must have a Health Inventory on file before your child may attend Kids Club.

Rates are for Preschool Age Students

Please note that Kids Club may be open some of the days MUMC Classes are closed. If your child attends these days, you may be charged a higher rate that week based on hours used.

First Child:

30+ hours/wk	\$155
20-30 hours/wk	\$135
10-20 hours/wk	\$105
0-10 hours/wk	\$ 60

Second Child:

30+ hours/wk	\$125
20-30 hours/wk	\$110
10-20 hours/wk	\$ 90
0-10 hours/wk	\$ 50

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

KIDS CLUB CONTRACT

Preschool

2022/2023

THIS FORM MUST BE READ, 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. Rest Time

All preschool children will have a rest / nap time if they attend Kids Club between 1:15-3:00. We usually play an audio book or music during rest time. Children are allowed to get up to play quietly or color if they are still awake after the first 45 - 60 minutes of rest.

D. Transportation:

Please sign the included permission slip to allow the KC staff to transport your child to/from a designated emergency shelter, the bus stop, and /or Middletown Middle, Elementary, or Primary Buildings as necessary. Seat belts will be used at all times.

E. 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 entirely on road and parking lot conditions (we follow FCPS decisions). Messages will be sent via brightwheel.

F. Accounts:

All accounts should be paid in full on a weekly basis. If you prefer to pay less frequently, you may pay per month in the first week of the month. Please email Heather at kidsclub@mtownumc.org for any accounting questions. There will be a \$20 fee for returned checks. 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.

G. Overtime Charges:

There may be a charge of \$10.00 for the first 1 to 15 minute period after close 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 REGISTRATION

FALL 2022 / SPRING 2023

Today's date _____

Child's name _____ Nickname _____ Birthdate _____ Sex _____

Allergies/Medical Conditions _____
(See reverse side if applicable)

Siblings: (Names and ages) _____

Parent/Guardian name _____ Authorized to pick up? Yes ___ No ___

Address _____ Home phone _____

_____ Cell phone _____

Place of work _____ Work phone _____

Email address _____ May we share this with other parents? Yes ___ No ___

Parent/Guardian name _____ Authorized to pick up? Yes ___ No ___

Address _____ Home phone _____

_____ Cell phone _____

Place of work _____ Work phone _____

Email address _____ May we share this with other parents? Yes ___ No ___

Emergency Contact / Pick Up (someone other than parents):

Name and Phone Number

EMERGENCY MEDICAL CONSENT

I, _____, hereby give my consent for *Emergency Medical Care* to be provided for my child _____ by *MUMC Kids Club* staff while (he/she) is in their care.

PHYSICIAN _____

Insurance Provider _____

Policy # _____ Phone # _____

In EMERGENCIES requiring immediate medical attention, 911 will be called and/or your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at *MUMC Kids Club* to have your child transported to that hospital.

Signature of Parent/Legal Guardian _____ Date _____

Office Use Only: Days _____ Times: _____

Date Registration Received _____

Please complete the following page ONLY if your child has medical conditions or emergency medical instructions. If medication must be given to your child, you must also have MSDE Medical forms completed by your Health Practitioner.

- Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.

Child's Name: _____ Date of Birth: _____

Medical Conditions(s): _____

Medications currently being taken by your child: _____

EMERGENCY MEDICAL INSTRUCTIONS:

1. Signs/Symptoms to look for: _____

2. If signs/symptoms appear, do this: _____

3. To prevent incidents: _____

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED:

COMMENTS: _____

KIDS CLUB CONTRACT

Preschool

2022/2023

Child's Name _____

Preschool Class in Fall 2022 _____

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. Kids Club operates as a Before and After care and will be closed most days FCPS or MUMC Preschool is closed. On the days we are open for all day care when school is closed, you may be charged a higher rate if your child attends. Kids Club will no longer prorate for weeks we have days off so your charge per week will remain the same unless your child uses more than the contracted hours. Kids Club will no longer prorate shortened weeks, so your weekly amount should be the same unless your child needs more hours in a given week. At this time, Kids Club hours are 7:15-5:30, this may change back to our normal hours (7:00-6:00) later in the school year.

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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 _____ , _____