

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

School Age

Fall 2024 / Spring 2025

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 7:00-5:30.

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 (6-12 and 12-18 hours/week).
2. Complete the attached Registration form, Contract, and Emergency Form
(all new to MUMC children must also complete the Health Inventory to be turned in before your child begins Kids Club - not needed at time of registration)
3. Remit a \$50.00 non-refundable registration fee per family
4. Church members may return forms on Wednesday, January 31st, Currently Enrolled families on Thursday, February 1st, and **registration opens to the community on Thursday, February 8th at 9:00 am.**

Rates are for Primary, Elementary, and Middle School Students.

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

First Child:

12-18 hours/wk	\$ 85
6-12 hours/wk	\$ 75
0- 6 hours/wk	\$ 65

Sibling(s):

12-18 hours/wk	\$ 80
6-12 hours/wk	\$ 70
0-6 hours/wk	\$ 60

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

KIDS CLUB CONTRACT

School Age

2024/2025

THIS FORM MUST BE READ, THE CONTRACT FORM 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. 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.

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 generally 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 2024 / SPRING 2025

Today's date _____

Child's name _____ Nickname _____ Birthdate _____ Sex _____

Allergies/Medical Conditions: _____

Does your child have an IFSP or IEP? _____ Will you share that information with MUMC? _____

Siblings: (Names and ages) _____

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

Cell phone _____ Work phone _____

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

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

Cell phone _____ 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 _____

KIDS CLUB CONTRACT - School Age
(Kindergarten - Middle School)
2024/2025

Child's Name _____ Grade in Fall 2024 _____

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. Kids Club does 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.

First Child:

Second Child:

12-18 hours/wk \$ 85 _____
6-12 hours/wk \$ 75 _____
0-6 hours/wk \$ 65 _____

12-18 hours/wk \$ 80
6- 12 hours/wk \$ 70
0- 6 hours/wk \$ 60

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

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

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 _____ , _____

Office Use Only: Days _____ Times: _____

Date Registration Received _____

Registration Fee (\$50) Check # _____