



**Kettering City Schools**  
**Before and After Child Care**  
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### **2018-2019 Before and After Child Care Parent Information Sheet**

- 1. Program hours:** Morning hours are from 6:45 am -7:45 am. Afternoon hours are from 2:30 to 5:30 pm. We are only open during school days. (Children will continue to be supervised)
- 2. Calamity Days:** **We do not have child care on calamity days or days school is not in session.**
- 3. 2-hour Delay:** Morning care will start as normal at 6:45 am until school begins. If school is cancelled after the delay is called, you will be notified to come to the school to pick up your child. You will need to make arrangements to do so within 30 minutes of being notified.
- 4. Location:** Most of our schools hold the morning care in the cafeteria. The afternoon session usually starts in the cafeteria, with various activities in other locations.
- 5. Program Costs:** \$7.00/hr per child, for each additional child, the charge is \$4.00/hr. Late fee is **\$1.00 a minute after 5:30pm.** If a parent is late more than **3** times during the school year, your child may not be eligible for child care.
- 6. Billing:** Invoices will be emailed every 2 weeks on Mondays.
- 7. Payments:** All payments are due by the Friday of the same week. All accounts must be current before the next billing cycle. If it is not paid, your child may not be eligible for our services until it is brought current. **We no longer accept cash.** You may pay by check, money order, cashier's check, or online at myprocare.com. There will be a \$8.00 fee for any returned checks.
- 8. Morning Drop Off:** When possible, please escort your child into the child care area. If you do not, please, make sure your child is safely inside.
- 9. Afternoon Pick-up:** Parents or their designate, must come into the school and sign out their child. All designates must be listed on the registration form. Our aides will not release your child to anyone who is not listed.
- 10. Communication:** If your child is registered for child care, and does not normally attend, please send a note if they are to attend child care. If your child normally does attend child care, and will not be, please send a note. Notes can be given to their teacher.
- 11. Dress:** Children in the afternoon program will often go outside, weather permitting. Please be sure they have the appropriate clothing to do so.
- 12. Activities:** We will have inside activities available when children cannot go outside. The children can also work on their homework, play games, color, read, or when available, also have gym time.

- 13. Food:** Breakfast starts at 7:45 at the normal cafeteria prices. Afternoon care will receive one light snack and drink. If your child prefers to bring their own snack, they may do so.
- 14. After School Clubs:** If your child attends child care after an after school activity, they need to check in with the child care aides. You are only charged for the time when your child checks in until they are signed out.
- 15. Behavior:** Expected behavior in child care is the same as what is expected during the school day. They are to be respectful, responsible, and safe. Expected school behavior is in the student handbook. If discipline is necessary, the aides will issue a write-up for serious behavior. Three write-ups will result in the student no longer eligible for child care.
- 16. Toys:** We have many toys and activities. We discourage children from bringing toys from home. If they should do so, our staff is not responsible for any loss or damage.
- 17. Registration:** Please complete the attached paper registration form and the online registration forms. Please be sure to list anyone who you would like to also pick up your child from child care.

## Kettering Schools Childcare Registration Form

\*\*To register, please complete this form and also the online registration form. Thank you!

Parent/Guardian Name(s): \_\_\_\_\_

\_\_\_\_\_

Person(s) Responsible for Payment: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Contact Information:**

Parent/Guardian Name	Cell Phone	Work Phone	Home Phone

Please list someone to call if we cannot reach you in an emergency:

Name	Cell Phone	Work Phone	Home Phone

Please list each child who will be participating in the childcare program:

Child	Grade	Teacher

Please list any medical conditions/food allergies for your child(ren):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list anyone, other than those listed above, who might be picking up your child(ren). We will not release children to anyone other than those listed on this form.

Name	Relationship to Child	Phone Number

I have read of the Daycare Parent Information sheet and understand the rules.

\_\_\_\_\_

**\*\*\*Online Child Care registration is required to complete your enrollment.**

**To enroll online:**

- \* Go to [www.ketteringschools.org](http://www.ketteringschools.org)
- \* Click on your elementary school under the "Schools" tab on the district website.
- \* Scroll down under "Quick Links" and click on the link to "Procure Online Child Care Registration."
- \* Set up or access your online account. Please fill out the online registration completely.
- \* The Child Care Program does its billing through Procure, and setting up your account allows you to make online payments.