



DROP-IN ENROLLMENT FORM for KIDS CO. CENTERS

Center _____

Date _____

Child's Name _____	Age _____	DOB _____
Teacher/Classroom # _____	Grade _____	

Parent/Guardian _____	Hm. Phone _____
Address _____	Wk Phone _____
_____	Cell/Pgr _____
Relationship to Child _____	Email _____
Parent/Guardian _____	Hm. Phone _____
Address _____	Wk Phone _____
_____	Cell/Pgr _____
Relationship to Child _____	Email _____

Emergency Contact/Authorized Pick-Up (Other than parents/legal guardians – must be local)	
Name _____	Hm Phone _____
Address _____	Wk Phone _____
_____	Cell/Pgr _____
Relationship to the child _____	(Grandmother, Aunt, Friend etc.)
Name _____	Hm Phone _____
Address _____	Wk Phone _____
_____	Cell/Pgr _____
Relationship to the child _____	(Grandmother, Aunt, Friend etc.)

Does your child have any health concerns? Please describe _____

SEE THE ATTACHED FOR INFORMATION ON RATES, POLICIES AND PROCEDURES

Please complete the other side



DROP-IN POLICIES & PROCEDURES FOR KIDS CO. CENTERS

Kids Co. Centers are primarily used by families who are enrolled for a specific schedule during the school year or summer. A deposit and registration fee are required to be enrolled and families are billed on a monthly basis for the schedule they have signed up for.

- DROP-IN is used on an occasional basis by families who are NOT REGULARLY enrolled at one of our centers. Drop-In rates are higher than those of a regular schedule to account for the convenience of a last minute reservation and the fact that a deposit is not held on file.
- DROP-IN is intended for those parents who might need occasional care rather than a regular schedule. Reservations for any time slot MUST be arranged in advance with the Director/Assistant Director at the specific center you wish to attend by calling, in person or via e-mail. Parents may not assume there is space in any program or time slot and may not send their child without prior permission. This is for the safety of your child and for our staff to be prepared for your child's arrival.
- If you do not need care for the slot you have reserved, we ask that you give as much notice as possible. Families that have repeated “no-show’s” may not be allowed to reserve a slot in the future at the discretion of the Director\Assistant Director.

RATES & FEES

All fees are due at the time of drop-off or pick up, payable by cash or check. You may pay in advance if several time slots have been reserved. You will receive a copy of the DROP-IN RECORD showing the amount due and that your payment was received. Time slots and rates are not negotiable. Discount Rates may be offered for school breaks of 3 days or more.

Morning (7:00-9:00) = \$15.00	Early Release Afternoon (2:00-6:00) = \$30.00
Afternoon (3:00-6:00) = \$22.50	Returned Checks \$25.00
School-Day (9:00-3:00) = \$45.00	Late Pick-Up Fees \$15.00 for 6:01-6:15
Full-Day (10 hrs. max.) = \$55.00	\$1.00 per minute after 6:15

By state licensing regulations all children must be signed in and out by their parent using a full signature. A Drop-In enrollment form must be completed PRIOR to your child attending, with both sides completed in full. This can be completed on the first day of attendance if needed. DROP-IN ENROLLMENT forms must be updated annually or if ANY of the information on file has changed.

THANK YOU FOR CHOOSING KIDS CO. !