

Complete a packet for each child to be enrolled. School \_\_\_\_\_ Grade \_\_\_\_\_

Child's Full Name \_\_\_\_\_ If Kindergarten *Circle one:* Full Day or 1/2 Day: AM PM

Date of Birth \_\_\_\_\_ Gender **M** **F** Current Age \_\_\_\_\_  
*Circle one*

Home Address \_\_\_\_\_  
*Street City/Twp. Zip Code*

Home Phone Number \_\_\_\_\_ Emergency Phone Number \_\_\_\_\_

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

**Indicate the days and times you need care for your child.**

**YOUR REGISTRATION FEE AND A \$50.00 SECURITY DEPOSIT IS REQUIRED FOR ALL KSAC REGISTRATIONS**  
This Security Deposit is held in escrow to be used towards your LAST week's KSAC attendance.

		Monday	Tuesday	Wednesday	Thursday	Friday
<b>Before School</b> 6:30am – start of regular school day  Lighthouse 6am	<b>Grades K – 5</b> Morning Kindergarten Only					
	<b>Grades 6 – 8 MSN</b> At Lighthouse only Students Walk to MSN					
<b>Morning KSAC</b>	8:30am – noon					
<b>Afternoon KSAC</b>	Noon – 3:30pm					
		Monday	Tuesday	Wednesday	Thursday	Friday
<b>After School</b> End of regular school day until 6:00pm	<b>Grades K – 5</b> Afternoon Kindergarten Only					

New Emergency Card received: \_\_\_\_\_ (date)

What time do you estimate that you will drop off \_\_\_\_\_ and pick up \_\_\_\_\_ ?

**NON-REFUNDABLE** Registration Fee: Family \$50 \_\_\_\_\_ Child \$35 \_\_\_\_\_ Military \_\_\_\_\_ D.H.S. \_\_\_\_\_

**\$50 KSAC Security Deposit received \_\_\_\_\_ to be held in escrow and used for last week KSAC attendance.**

I have read and understand all of the information provided to me concerning the billing and payment procedures as well as the hours of the program and food availability.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Day time phone number

# SAC & KSAC ENRICHMENT Anchor Bay General Permission

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

**SCHOOL RELEASE FORM:** Anchor Bay School District students may be photographed or videotaped, and their name and/or work displayed for educational and/or not-for profit use in various ways; newspaper articles, community newspaper articles, building videos, Channel 6 broadcasts, building video networks, as well as district, building and classroom newsletters, web pages, etc. If you do not want your child to participate in the above activities, you must submit your request in writing to the program Supervisor by the first day your child attends.

*Please initial all statements that you approve and sign below. This form is valid for the 2009 – 2010 school year.*

\_\_\_\_\_ I understand that the Registration Fee (and \$50 Security Deposit for KSAC if applicable) is due at the time of registration. The Registration Fee is **non-refundable** and **non-transferable**. The KSAC Security Deposit will be held in **escrow** to be used for my child's **last week** of attendance. I understand that if for any reason I need to withdraw my child from the Program I must notify the office in **writing** at least **one week** in advance. Failure to do so will result in the **forfeiture** of my KSAC escrow payment.

\_\_\_\_\_ I understand that **tuition is due** on the weekly or bi-weekly basis. Failure to make payments in a timely manner may result in my child being dropped from the program. I will consult with the Supervisor if special financial arrangements become necessary. **Electronic payments** may be made with a **\$2.50** per transaction fee.

\_\_\_\_\_ I understand that if my account is not in good standing by the **15<sup>th</sup>** of each month a **5% Late Fee** will be assessed.

\_\_\_\_\_ I understand that I need to sign my child IN/OUT daily.

\_\_\_\_\_ My child has my permission to participate in walking trips with the staff to neighborhood parks. I understand that a sign will be posted whenever they are away from the building indicating the location and the estimated time of return.

\_\_\_\_\_ I understand snacks and paper products are **NOT** provided during the school year. I should send nutritious snacks with my child each day they are attending. My child will be given a choice of a carton of milk or 100% juice during each **SAC** session.

\_\_\_\_\_ I understand that I must provide my child with a lunch and a beverage on half days (everyday for KSAC). I agree to include an ice pack if necessary to keep the lunch cold.

\_\_\_\_\_ I understand that the KSAC Enrichment and SAC areas are **PEANUT and NUT FREE**.

\_\_\_\_\_ I understand that all employees of the Anchor Bay Early Childhood Programs have been cleared through D.H.S. Central Registry and through the Michigan State Police Criminal Clearance Program.

\_\_\_\_\_ I approve for my child to watch carefully selected PG & G rated movies while participating in the program.

\_\_\_\_\_ I understand that my child may be photographed or videotaped during their time in the program. These photos or tapes may be used for publicity, scrapbooks, newsletters, Anchor Bay web site or channel 6.

\_\_\_\_\_ I have been made aware of the fact that the staff are not permitted to use any form of corporal punishment. I will speak to my child about appropriate behavior that is expected. I understand that chronic or excessive behavior problems may result in dismissal from the program.

\_\_\_\_\_ I have been made aware that the Anchor Bay KSAC/SAC Programs operate under the jurisdiction and regulation of the school district and report to the MISD and Child Day Care Licensing. The program follows the Model Standards for Out-of-School Time developed under subsection (3) of the Revised School Code Act 451 of 1976. A copy of the State Licensing Regulations is available for review at each site.

\_\_\_\_\_ I understand that my child is responsible for their own personal belongings. This includes items such as Game Boys, & games, CD players, I-Pods, Cell Phones, toys, trading cards, etc. I will not hold the Anchor Bay program or staff responsible for any damages or loss that may occur should my child bring any of these items.

\_\_\_\_\_ I understand that my child must be picked up by 6:00pm everyday. In the event that I am late, I will be charged \$1.00 per minute per child. If I am late more than 3 times in 3 months I will be withdrawn from the SAC program. I also understand that in the event that my child is not picked up by 6:30pm and no one on the emergency card can be reached the local police department will be contacted to pick up my child.

\_\_\_\_\_ I understand that whenever Anchor Bay Schools close for **inclement weather and/or building problems**, the SAC and KSAC Enrichment Programs are also closed.

\_\_\_\_\_ I have read and understand the attached pay agreement regarding tuition, late payment fees, no-show fees, late pick up fees and consequences.

\_\_\_\_\_ Parent Handbooks are available for download @ [www.anchorbayschools.net](http://www.anchorbayschools.net) and a building copy is at each location

\_\_\_\_\_ I understand that my child, \_\_\_\_\_ will be transported by Anchor Bay School bus between their Home School \_\_\_\_\_ and their SAC/KSAC site \_\_\_\_\_.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_ Day time Phone Number \_\_\_\_\_

**Student Health Status**

Child's Name \_\_\_\_\_ Home School \_\_\_\_\_

Birth Date \_\_\_\_\_ Age at Registration \_\_\_\_\_ Date of Last Tetanus Shot \_\_\_\_\_ (DTP shot)

Please list any conditions that might limit or restrict your child's participation in the program. This includes physical, emotional or behavioral.

Are there any allergies or special needs that we should be made aware of?

Does your child take any medications on a regular basis? YES NO

If yes, will the medication need to be administered while attending this program? YES NO

If yes, I understand that I will need to complete a medication form and obtain a physician's signature and provide the staff with the original container with my child's name, dosage and time to be taken on the label as well as a small photograph of my child, to be attached to the medication form.

What is the purpose of this medication?

Are there any side effects that we should be made aware of?

*Please initial next to the statement below that BEST applies to this child.*

\_\_\_\_\_ My child is in good health and has no medical or educational limitations or restrictions.

\_\_\_\_\_ My child's participation is limited due to the above conditions.

\_\_\_\_\_ My child's immunizations are up-to-date

\_\_\_\_\_ My child's immunizations are on file with the child's school

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Discipline Policy****Child's Name** \_\_\_\_\_

Please read and discuss the following rules with your child. We must have this form on file for your child to attend.

To maintain enrollment in the SACK/KSAC program students must display the following behaviors and follow the directions of the caregivers and the rules set forth in the Anchor Bay School District Student Code of Conduct.

- Respect the Staff
- Respect other students and keep hands and feet to yourself
- Use kind words. Profanity or name-calling will not be permitted
- Be polite and use good manners
- Running is permitted in the gym and outside only
- Children are to stay in the designated area with the staff unless they have written permission from their parent to attend other school functions (Scout meetings, tutoring, helping teacher, etc.)
- While outside children are to remain within view of the caregivers at all times
- Children are expected to clean up after themselves
- Children will use the "Buddy" system whenever it is necessary to leave the group  
(i.e. to bathroom, drinking fountain, locker, etc.)

When behavior or discipline problems arise;

- Staff will talk with the child to work through the problem.
- Staff will speak directly to the parent that day.
- An incident will be written up and submitted to the Building Principal and/or Program Supervisor.
- Parents may be called to pick a child up from the program in the event that a child is out of control.
- Child may be suspended from the program for excessive or persistent misbehavior or discipline issues at the discretion of the Building Principal or Program Supervisor.
- Child may be excluded from the program for extreme behaviors at the discretion of the Building Principal or Program Supervisor.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This is a duplicate copy of the Pay Agreement that you will keep at the end of this packet. PLEASE SIGN AT THE BOTTOM AND RETURN.

- SAC is a before and after school child care program for children currently enrolled in Kindergarten – 5<sup>th</sup> Grade in one of the Anchor Bay Public Schools.
- KSAC Enrichment is a program that is available the other half of the Kindergarten day. Students must have a **set schedule**.
- Bus transportation is provided from all elementary schools to the Childcare location)
- 6<sup>th</sup> - 8<sup>th</sup> grade students from MSN may attend in the morning only at Lighthouse Elementary. **Transportation is not provided.**
- SAC Locations: Ashley, Great Oaks, Lighthouse, Lottie, Naldrett & Sugarbush
- Care for Maconce students will be provided at Ashley Elementary.
- Care for MacDonald students will be provided at Lighthouse Elementary.  
(Bus transportation is provided between Lighthouse/MacDonald and Ashley/Maconce)

### HOURS OF OPERATION

SAC is open 6:30a.m. to the start of school and from the end of the school day until 6:00pm. Lighthouse opens at 6:00am

- Morning KSAC is from the end of morning SAC until the start of afternoon Kindergarten
- Afternoon KSAC is from the end of morning Kindergarten until the start of afternoon SAC
- **CLOSED** on days that schools are closed on an emergency basis (i.e. snow days, power outage, etc.)
- **Schedules:** KSAC students and students from Maconce and MacDonald, must have a Set Attendance & Transportation Schedule.
- **Transportation:** School busses are provided to transport students to and from the designated locations. Students attending KSAC on a part-time basis surrender their privilege of riding the school bus to a different location on their off days. Parents must make arrangements to pick up/drop off at school on these days.

### REQUIRED TO REGISTER

A signed statement from the parent that:

- The child is in good health noting any activity restrictions
- The child's immunizations are up-to-date and on file at the elementary school
- Copy of any legal divorce or court documents
- Any current or outstanding account balances must be in good standing
- Non-Refundable Registration Fee & Security Deposit
- At least one parent/guardian's Driver's License Number

### FEES & TUITION

- Annual Non-Refundable/Non-Transferable School-year Registration Fee \$35 First Child or \$50 Family (Family fee may be combined with children attending SAC, Kindergarten Childcare or the FULL Day Preschool Program) Does not include any part-time preschool classes.
- Registration Fee is waived for Active Military families and Approved D.H.S. Families (proof required)
- \$50 Security Deposit is required for all KSAC registrations.
- Minimum of 1 hour charge per child for morning session & minimum 1 hour charge for afternoon session.  
\$3.80 per hour for the first child in the family & \$3.50 per hour for every child after the first child  
\$1.90 per 1/2 hour after the initial one hour minimum & \$1.75 per 1/2 hour after the initial one hour minimum

### DISCOUNTS

Discounts are available for families with more than one child enrolled in SAC

The youngest child pays the full hourly rate.

Every child after the first child is given the discounted rate.

Both/all children must be attending at the same time for the discount to apply.

Discounts are only offered to children enrolled in the SAC program.

Discount does not apply to KSAC or Full Day Preschool tuition.

### LATE PICK UP CHARGES

\$1.00 per minute, per child beyond 6:00p.m. Discounts do not apply for late fees.

Being late more than 3 times in 3 months will result in child being dropped from the program.

In the event that a child is not picked up by 6:30pm and no one can be reached on the emergency card the local police department will be called to pick the child up.

### BILLING

Statements will be printed at the beginning and middle of each month and available for pickup at your care location. It is your responsibility to pick up your statement located at the sign in table.

Disputes or discrepancies must be addressed within 10 days to avoid research fees.

Checks made payable to **Anchor Bay SAC** are accepted at all sites.

**OUTSTANDING BALANCES**

Accounts are expected to be current and in good standing with Payments made on a Weekly or bi-weekly basis.

Families will only be permitted to register for care during breaks, professional development days or summer when account is current.

**LATE PAYMENT FEES ASSESSED**

Balances not in good standing by the 15<sup>th</sup> of each month will be assessed a 5% late fee.

**NSF CHECKS**

\$30.00 fee for check returned for insufficient funds

After 2 NSF checks, payments must be made in one of the other forms including cash.

**PLASTIC PAYMENTS**

VISA, MasterCard, Discover and Debit Cards are accepted at the Early Childhood Center or by phone.

A \$2.50 Transaction Fee will be assessed with each use.

**CASH PAYMENTS**

Cash payments are accepted at the Early Childhood Center (52680 Washington St. New Baltimore).

**FIA/DHS PAYMENTS**

We process D.H.S. childcare payments for families who qualify. The parent/guardian is responsible for payments until we receive authorization as well as any balance not covered by D.H.S. It is your responsibility to contact D.H.S. for qualifications and payments.

**CREDITS**

You only pay for hours used unless otherwise specified as Guaranteed Tuition Fee Days. (see below) Overpayments will carry over on your account as a credit.

**ABSENCES**

Parents should call the program site directly when their child is going to be absent. Do not call the Early Childhood Center.

**DISTRICT ½ DAYS, PROFESSIONAL DEVELOPMENT DAYS & HOLIDAY BREAKS**

Care will be available on District ½ Days at each location that normally provides care.

Care may be available at one central location on District Professional Development Days and during specified holiday breaks pending sufficient interest. **\*\* Guaranteed Tuition Fees** will be assessed. In order to determine family needs & staffing needs a special sign up form will be posted at each location. A space must be reserved in advance for these days.

**\*\* Guaranteed Tuition Fees** means that once you sign up for a special care day, you will be charged & payment expected whether your child attends or not. Staffing is determined based on sign-up interest.

If you reserve a space and need to cancel, you must do so with the Early Childhood Office no later than 3:00pm. the day before. Failing to cancel on time will result in your account being charged the full day rate specified.

If you do not reserve a space in advance and then need to use the program, your account will be charged an additional \$15.00 staffing fee. This fee is in addition to the regular full day rate specified.

**SNACK**

Snacks and paper products are not provided during the school year. Parents should plan on sending a nutritious snack with their child for each session of the day their child is attending.

**MILK & JUICE**

A **choice** of a carton of milk or 100% juice will be offered during each SAC session.

**LUNCH**

On ½ days and days when school is not in session students must bring their own cold bag lunch. This should be something that does not need to be heated.

**YEAR END**

One copy of your Year to Date statement and tax ID number will be available at the SAC location by January 31<sup>st</sup>. There will be a \$2.00 charge for any additional copies requested and must be paid upon request.

**RESEARCH & COPY FEES**

A fee of \$100 per researched school year (Sept – Aug.) will be assessed each time a parent requests that past sign-in sheets, future sign-in sheets or files are researched, pulled and/or copied. This pertains to situations such as divorce or custody issues or when researching charges past one month or charges that have not yet accrued. This fee must be paid at the time of request.

**My signature below indicates that I am accepting responsibility for payment of childcare fees incurred and have read and understand the attendance, payment and collection policies above & have a received a copy for my records.**

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Date