

SCHOOL AGE CHILD CARE

PARENT FORMS



2016-17 School Year
Parent Info and Registration Packet

Madison District Public Schools - School Age Child Care (SACC) Program:
Learning Tree

Madison District Public Schools
Office of School Age Child Care

Kimberly Gilbreath
Coordinator

Fall 2016

Thank you for your interest in the School Age Child Care Before and After-School program at Madison District Public Schools. Madison Elementary students in grades Pre-K through Fifth Grade may attend. All children participating must be fully potty trained and able to tend to his/her own needs.

Enclosed you will find the required forms that need to be completed for registration. Your child will be considered registered and will be added to the roster when the required paperwork is **completed** and turned in to the school age child care office.

If you have any questions please feel free to contact me at 248-542-3414 ext 2201, by email learningtree@madisondistrict.org, or in person at my office which is located within Madison Elementary School. Again, thank you for your interest in the Before and After-School program at Madison District Public Schools.

Sincerely,

Kimberly Gilbreath
Learning Tree Coordinator
Madison District Public Schools

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Registration Form

Child's Name: _____ Grade _____ Date of Birth _____

Address: _____

Whom does child live with: _____

**Are there any custody restrictions? Y/N
- If YES, please provide a copy of the appropriate documentation.*

Home Telephone _____ Cell Number (Dad) _____ Cell Number (Mom) _____

E-Mail Address _____

Father's Full Name _____ Work Phone _____

Address (if different) _____

Mother's Full Name _____ Work Phone _____

Address (if different) _____

May we contact you at work? _____ Yes _____ No

Child Release Information: List the names of two additional people who may be picking up your child. By writing their names here, you are authorizing the release of your child from Learning Tree to this person. We will ask for Photo Identification.

Full Name: _____ Phone: _____

Relationship to Child: _____

Full Name: _____ Phone: _____

Relationship to Child: _____

If a person other than the people listed above will be picking up your child, please be sure to inform us before pick up. We will not release your child to a person unless there is authorization from a parent/guardian for that person to take your child. *Any restrictions on who we may release your child to, MUST be provided in writing and may require appropriate court documentation.*

Parent Signature

Date

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Child's Name: _____ **Age:** _____



Pg - Movie Permission:

On occasion, a carefully selected PG movie will be shown. I understand and give permission for my child to watch carefully selected PG rated movies while in the Madison SACC Program.

Parent/Legal Guardian Signature: _____ Date: _____

Permission to Photograph Form:

Child's Name: _____

I hereby give my irrevocable permission for the child named above to be video-taped/ photographed for the purposes of showing Madison School Age Child Care activities.

Signature Parent/Legal Guardian: _____ Date: _____

Parent Agreement

I have read the Madison District Public Schools School Age Child Care Program brochure and agree to abide by the procedures outlined in this brochure. I understand that failure to abide by the procedures in the brochure may result in the dismissal of my child (children) from the program.

I understand that I must keep all necessary paperwork as required by the State of Michigan and or Madison District Public Schools SACC program current and up to date. I understand that my weekly schedule is due in advance and tuition is to be paid bi-weekly, by the due dates included in each activity packet. Failure to provide a schedule or pay tuition as outlined in the program brochure may result in a termination of services.

Parent/Legal Guardian Signature: _____ Date: _____

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Parent Notification of the Licensing Notebook

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigations reports and all corrective actions plans. The notebook must include all reports issued and corrective action plan developed on or after May 27, 2010, until the license is closed.

- 👉 This center maintains a licensing notebook of all licensing inspections reports, special investigation reports and all related corrective action plans.
- 👉 The note book will be available to parents for review during regular business hour.
- 👉 Licensing inspections and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at: www.michigan.gov/michildcare.

I have read the above statement issued by Madison District Public School Schools Age Child Care Program.

Parent Signature: _____ Date: _____

Playground Consent

The Michigan Department of Human Services, Bureau of Child Day Care Licensing has established new criteria for playgrounds and playground equipment. A public school (Park) playground is not required to meet all the same playground safety regulations licensed centers are required to meet. Given this information, in order for child who is enrolled in a licensed program within a school approved by Michigan Department of Education to play on equipment the parent must give their consented. If you choose not to give your child permission to play on the equipment they will still be taken outdoors with the other children and will be offered an alternative activity.

Parent Signature: _____ Date: _____

BEHAVIOR EXPECTATIONS

All children participating in Learning Tree are expected to conduct themselves in a cooperative, safe and respectable manner at all times and in accordance with the behavior guidelines established by the Madison District School Board. Every child must be fully potty trained and able to tend to his/her own needs. The summer camp has a 3 step discipline procedure that includes opportunities at every step for the child to correct his/her behavior. Failure to correct behavior issues may result in a termination of services. The discipline procedure steps may be waived if a participant's behavior requires immediate separation of the student from the program. I have read and understand that care may be terminated if my child does not conduct him/herself in a respectful, cooperative and safe manner at all times.

Parent Signature: _____ Date: _____

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Notice of Fees

Morning Session

- 6:30a.m. - 7:50a.m. \$5/day

Afternoon Session

Regular School Day - 2:45p.m. - 6:00 p.m. \$12/day

Half-Day - 11:00a.m. - 6:00p.m. \$18/day

Before AND After-School

Regular School Day
- 6:30a.m. - 7:50a.m AND 2:45p.m. - 6:00 p.m. \$13/day

Half-Day
- 6:30a.m. - 7:50a.m AND 11:00a.m. - 6:00p.m. \$18/day

Sibling Discount

First child is billed at the full price, each sibling receives a 20% discount

Late Pick-Up Fee

Late pick-up fee is assessed for every minute after 6:05pm
A charge of \$1/minute will be added for every minute after 6:05pm

Late Payment Fee

\$5 assessed bi-weekly, when payments are not being made
*payment is expected bi-weekly, failure to make payment without an alternative written payment agreement in place will result in late fees.

Non-Sufficient Funds check fee

A fee of \$10 will be charged for checks returned NSF. After a NSF check, we will require payment via cash or money order only.

If your account exceeds \$100 and you are not making regular bi-weekly payments OR have established a payment plan in writing, your child may be prevented from attending until the balance is brought under \$100.

Tax Statements

Will be generated upon request to the Coordinator. All statements sent via electronic form (email) are free. The first paper copy is free of charge, additional copies may require a small fee.

If a credit remains on the account after June it may remain on the account and carried over, either to summer camp or the following school year.

OR
The parent on the account may request a refund, in writing.

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We understand that changes are an adjustment, therefore late fees will not begin until September

Late Fee Schedule

\$5 is added bi-weekly, to accounts where payments have not been made, and that do not have written, alternative payment agreements.

August - no late fees

Bi-weekly payments due: August 19th and September 2 (September 6th due to Holiday weekend)

Late fees begin in September

Bi-weekly payments due: September 16th and September 30th

October Bi-weekly payments due:

October 14th and October 28th

November Bi-weekly payments due:

November 11th and November 25th (November 28th due to Holiday)

December Bi-weekly payments due:

December 9th and December 23rd (January 9th due to Holiday Break)

January Bi-weekly payments due:

January 20th

February Bi-weekly payments due:

February 3rd and February 17th

March Bi-weekly payments due:

March 3rd, March 17th and March 31st

April Bi-weekly payments due:

April 14th and April 28th

May Bi-weekly payments due:

May 12th and May 26th

June Bi-weekly payments due:

June 9th and June 23rd

*** All remaining 2016-17 School Year balances are due by July 7, 2017**

School Year balances that are more than \$100 may prevent your child from attending Summer Camp