

## Requirements for New Cats Club Enrollment

- Registration Form
- Charge Requirement Form
- Auto Debit Form with voided check
- Parent Handbook Receipt
- KY Immunization Certificate with Hepatitis A immunization (per 2018 state guidelines)
  - Immunization certificates without the Hepatitis A immunization, will not count toward a completed application for Cats Club.
  - Must show at least the 1<sup>st</sup> injection, and 2<sup>nd</sup> must be obtained at the 6 month mark with a new certificate turned in to Cats Club.
- \$30 (\$40 family) registration fee – paid with application

\*Enrollment is not considered complete unless ALL documents are received.

# Please take note of the Immunization Requirement.

# Clays Mill Elementary After-School Program

## 2019-20 Registration Form (one per student)

Office Use Only
Date _____
Time _____

Please complete one form per child.

This application is not complete without the registration fee (\$30 per student/\$40 per household), a copy of your child's current Kentucky Immunization Certificate (w/ Hep A immunization), and a voided check attached to page 3.

Student Name \_\_\_\_\_ Gender:  Male  Female

**Full Time** (4-5 Days Week) - \$50/week  **Part Time** (3 Days or Less) - \$33/week – PT Days: \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_

*\*Part time schedule that rotates between two weeks will be considered full time.*

*\*\*Once part time days of the week are selected, you are locked into those days. If there is a need to change the days of the week a student attends, it will be based upon notification and availability.*

2019-20 Grade Level \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_

Home Address \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Do parents live in same household? Yes  No

Mother/Guardian's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Place of Work \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Place of Work \_\_\_\_\_

### Emergency Contact & Release Authorization

Name	Relationship to Student	Phone Number

### Health Information

List any health, physical or developmental limitations \_\_\_\_\_

List any allergies \_\_\_\_\_

Does your child take prescription medicine on a daily basis?  Yes  No

List medications and dosage in the event of medical emergency \_\_\_\_\_

**Required Information:** Physician \_\_\_\_\_ Hospital Preference \_\_\_\_\_

**Physician Phone** \_\_\_\_\_

The information listed is accurate to the best of my knowledge, and the child herein described has my permission to engage in all activities. In the event that I cannot be reached in an emergency, I hereby give permission to the Clays Mill After-School Program Director(s) or designee to secure emergency medical services including transportation and a physician.

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

# Clays Mill After-School Cats Club

## Charge Requirements 2019-20

### Registration Fee\*

\$30 per child or \$40 per household. \*Registration fee is required at the time of enrollment. Registration fees are non-refundable.

### Charges

\$50/week - Full Time (4-5 Days Week)

\$33/week - Part Time (3 Days or Less)

*\*Part time schedule that rotates between two weeks will be considered full time.*

*\*\*Once part time days of the week are selected, you are locked into those days. If there is a need to change the days a week that a student attends, it will be based upon notification and availability.*

Charges for participation in the Clays Mill After-School Program covers the cost of snacks, art supplies, crafts, and staffing. By signing this contract, you are agreeing to pay Clays Mill Elementary for After-School care for the 2019/2020 school year. The following guidelines will be used when evaluating your good standing in the program:

- Fees will only be collected by automatic withdrawal. All charges will be withdrawn on the fifth (5<sup>th</sup>) of the month prior to the month the tuition covers. Personal checks and/or cash will not be accepted for monthly payments.
- Charges are not refunded due to sickness, vacations, family emergencies, availability of another childcare provider, or other school activities.
- If school is dismissed early by the district, the Cats Club will NOT be open.
- Severe weather day - for full time students, if a severe weather day occurs, your monthly payment will not change. Fees will be transferred to the additional make-up days later in the school year. Part-time students will be refunded if it is their scheduled day, but will be charged an additional amount if they are scheduled to come on a weather make-up day.
- Early dismissal days – credit will be given for early dismissal days. If the district has enough early-dismissal or morning delays that will end up adding a day of school, the additional cost for that day(s) will be added to the month it is made up for all students that are scheduled to attend that day.
- The Clays Mill After-School Program is not in session during days that school is closed.
- A late charge of \$2.00 per minute will be charged for any child picked up later than 6:00 pm. The charge is due at the time of pick up.
- In the event an automatic withdrawal is returned for insufficient funds or a closed account, contact will be made one time in an effort to collect tuition. If your account does not have sufficient funds, there will be an additional \$25 NSF fee. We reserve the right to rerun the automatic withdrawal again during the month to collect the NSF charge. If the funds are not paid within 3 business days, your student will be withdrawn from the program. The student can return to the program once payment is made and provided that there is space available.

### Program Withdrawal

You have the option of withdrawing from the Clays Mill After-School program at any time during the school year. We must receive notice by the 25<sup>th</sup> of the prior month in order to stop the ACH auto-debit, with the exception of January and we must be notified by Dec 10<sup>th</sup> due to winter break. For April, we must receive notification one week prior to spring break. Re-admission to the program is not guaranteed once you have withdrawn. The registration fee will be charged each time a family enrolls in the after-school program.

### Tax Information/Receipts

Monthly payment receipts and yearly tax statements will be issued upon request.

I, \_\_\_\_\_, agree to abide by the above guidelines.

Failure to abide by the guidelines will result in your child's suspension/dismissal from the program.

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

# Clays Mill After-School Cats Club Automatic Debit Agreement 2019-20

**Office Use Only:**

Original Start Date: \_\_\_\_\_

Date of Change: \_\_\_\_\_

Change in Status or Notes: \_\_\_\_\_

Student Name \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

## AUTOMATIC DEBIT AUTHORIZATION AGREEMENT

I hereby authorize Clays Mill Elementary School to initiate the automatic debit entries to the account listed below. I understand that automatic debits will be posted to my account for the date and amount I have listed below.

This authorization will remain in effect until Clays Mill Elementary School has received written notification from me at least 30 days prior to the next scheduled debit date.

Signature(s) X \_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_\_

### Automatic Debit Entries Information:

Day of each month that funds will be debited from my account: 5<sup>th</sup> (Fifth Day of the Month) (and 19<sup>th</sup> if prearranged) or the following business day if the day falls on a weekend or federal holiday.

Amount of funds to be debited from my account monthly: Varies according to fee schedule

Continue to use the checking account that was auto-debited during the 2018-19 school year (no copy of check needed).

\_\_\_\_\_  
Signature

### Bank Account Information for Debit:

Financial Institution Name \_\_\_\_\_

Financial Institution ABA Number (Routing Number) \_\_\_\_\_

Individual Account Number \_\_\_\_\_

This is a \_\_\_\_\_ checking account \_\_\_\_\_ savings account (Check one)

**Note: A voided CHECK or verification of account information from the banking institution must be attached here if you are a new Cats Club member or returning member with a new account.**

# CME CATS CLUB PARENT HANDBOOK 2019-20

**Please sign this form and return to Clays Mill Cats Club.**

**The state of Kentucky requires that we have a signature on file for each student stating that their parent or guardian has received a Clays Mill After-School Cats Club Handbook and understands the program guidelines.**

Student Name \_\_\_\_\_

I, \_\_\_\_\_, have read and understand the Clays Mill After-School Cats Club Handbook guidelines.

\_\_\_\_\_ I have read and understand the behavior management system and expectations. I also understand that the STEM lab may be used and may contain live fish that are part of the school day STEM lab.

\_\_\_\_\_ I have read and understand the financial agreement for participation in the program.

\_\_\_\_\_ I understand that late charges of \$2.00 per minute will occur if I am later than 6:00pm.

\_\_\_\_\_ I understand that my child's participation in Clays Mill Cats Club is contingent upon following all of the guidelines set forth in this handbook.

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

**Clays Mill After-School Cats Club  
Charge Requirements**

*Please keep this page for your records.*

**Fee Schedule 2019-20 (updated 7/31/19)**

***\*Rates are subject to change***

Month	Full-Time (4-5 Days per Week - \$11/day)	Part-Time (3 or Less Day per Week - \$12/day)
August	\$120	\$88
September	\$220	\$144
October	\$231	\$168
November	\$187	\$120
December	\$165	\$108
January	\$209	\$144
February	\$209	\$144
March	\$209	\$144
April	\$209	\$144
May	\$176	\$108

- Fees will be withdrawn on the fifth (5<sup>th</sup>) of each month.
- Late charge = \$2 per minute for any child remaining after 6:00 pm.