



## For children entering K through 6th grade FALL of 2023 2023-2024 Registration

**Registration Opens July 3 / Closes Aug 11**

**LOCATION = JORDAN ELEMENTARY SCHOOL**

**September 5 & 6 2023 open only for PreK and K**

**September 7 & 8 open for Prek & grades 1-4**

**Monday thru Friday / 6:00am-6:00pm**

**Please see the operating schedule on the next page for full details on start dates.**

**\*\* If you have an unpaid balance from the school year (2023-2024) or Summer 2024, you will be put on a waiting list.**

### Registration Fee

- \$50 – Registration is for the school year of Kids' Company/Early Ed-Ventures programming.
- A non-refundable registration fee will be applied to your ActiveNET account.

### Kids' Company pricing for 2023-2024 School Year

|                       |                        |      |
|-----------------------|------------------------|------|
| <b>Morning</b>        | 6:00am – 8:00am        | \$11 |
|                       |                        |      |
| <b>Afternoon</b>      | 2:45 pm - 6 pm pick up | \$12 |
|                       |                        |      |
| <b>Non School Day</b> | Field Trip-hours vary  | \$60 |
|                       |                        |      |

| <b>School Year 2023-24</b> |                           | <b>Operating Schedule</b>  | <b>Reason</b>             |
|----------------------------|---------------------------|----------------------------|---------------------------|
| September 5 & 6 2023       | Kickstart to Kindergarten | open only for PreK and K   |                           |
| September 7 & 8            | school starts             | open for Prek & grades 1-4 |                           |
| October 19, 2023           | non-school day            | field trip                 | mea                       |
| October 20, 2023           | non-school day            | field trip                 | mea                       |
| November 3, 2023           | non-school day            | field trip                 | teacher workshop          |
| November 23-24             | closed                    |                            | Thanksgiving              |
| December 25 - January 1    | closed                    |                            | Winter Break              |
| January 15, 2024           | non-school day            | field trip day             | MLK Day/staff development |
| January 22, 2024           | non-school day            | field trip day             | staff development         |
| February 19, 2024          | Presidents Day            |                            | closed                    |
| March 22, 2024             | non-school day            | field trip                 | staff development         |
| March 25 - 29, 2024        | closed                    |                            | Spring Break              |
| May 24, 2024               | last day of school        | Close 12:30 No PM care     | last day of Kids Co       |

## CHILD INFORMATION

Name \_\_\_\_\_ DOB \_\_\_\_\_ Grade Fall'23 \_\_\_\_\_ Start Date \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Grade Fall'23 \_\_\_\_\_ Start Date \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Grade Fall'23 \_\_\_\_\_ Start Date \_\_\_\_\_

Mother's Name/Guardian

Best Number to be reached at

Alternative Phone Number

E-mail Address

Father's Name/Guardian

Best Number to be reached at

Alternative Phone Number

E-mail Address

Student lives with: Both Parents \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Stepparents \_\_\_\_\_

If you have a custody arrangement & it will affect your child's schedule, please share below.

## RELEASE AUTHORIZATION

We will release a child to either parent unless we have documentation stating otherwise. List people willing to take responsibility for your child in case of an illness/emergency when you cannot be reached.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

- All fees associated with Kids' Company can be found on the first page of your registration packet and on our website.
- **Billing is completed monthly through your ActiveNET account.** With any billing questions, please contact Jenna Wendorff, ELS Director at [jwendorff@isd717.org](mailto:jwendorff@isd717.org) or 492-4336.

Office use only:      Roster      AM Roster      Email      info      Allergy

## Medical Information

Child's First Name \_\_\_\_\_ Child's Last Name \_\_\_\_\_

Physical Problems, Chronic Illnesses, Allergies, Diet Restrictions or special concerns we should be aware of:

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Name of Medication Daily: \_\_\_\_\_

**\*\*Kids' Company Programs CANNOT administer medicine without a medical permission form**

***Please ask for medical form if needed***

I agree to release Kids' Company Programs: Early Ed-Ventures/Summer Adventures/J-Town Crew/Jordan Community Education and Recreation, ISD717 and all of its employees from any liability related to accidents or injuries that may occur during childcare. In the event of any emergency, I give permission to Kids' Company staff to obtain medical help, including the services of a rescue squad or emergency room of the nearest health facility. **I understand that I will be held responsible for all medical expenses.**

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

## PERMISSION TO SHARE INFORMATION

I \_\_\_\_\_, give Kids' Company staff and Jordan Elementary School staff my permission to share information about my child, \_\_\_\_\_. \_\_\_\_ yes \_\_\_\_ no

My child has an IEP (Individual Educational Plan) and give permission for Kid's Company to have a copy.  
\_\_\_\_ yes \_\_\_\_ no

Other information that you feel we need to have on file for your child.

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## FIELD TRIP PERMISSION POLICY

**SCHOOL YEAR:** I understand if my child attends Kids' Company on a NON SCHOOL DAY - FIELD TRIP DAY, **they will be attending the scheduled field trip.**

☐ I have read and understand Kids' Company's Field Trip Policy. I give my child permission to attend the scheduled field trips if they are in attendance.

## BEHAVIOR GUIDELINES

We have designed rules based on promoting child safety and positive learning experiences. We strive for the behavior philosophy of Love and Logic. This philosophy enables the childcare providers and children to share control and decision-making while improving self-concept, behavior, and achievement for each child. It empowers children to learn from their mistakes and gain responsibility over their own choice. We have designed our rules at the children's developmental level. Our goal is to intervene and redirect to change the course of behavior before a rule may be broken. We believe in praising appropriate behavior and being positive role models.

We expect our students to display J-Town Pride, which is the model of Jordan Elementary's Safe, Respectful, and Responsible behavior.

When an inappropriate behavior occurs these are the steps that will be taken:

1. Children are given a warning.
2. Children are asked to take a break from the activity.
3. An email is composed to parents with the child to make them aware of the situation.
4. If behavior continues, a meeting is scheduled to determine a plan of action.

Kids' Company may not be suitable for all children. Prior to suspension or termination of care, our staff will ensure that all options have been exhausted.

☐ I have read and understand Kids' Company's Behavior Guidelines above.

## PARENTAL CONSENT: Initial is required

- \_\_\_\_ I give permission for my child to be included in photographs that are related to Jordan Community Education, ISD717 and all Kids' Company programs for presentation or publication
- \_\_\_\_ I understand that I must enter the Elementary School to electronically sign in and out my child each day
- \_\_\_\_ I give permission for my child to leave the school premises with an Early Ed-Ventures/Kids' Company for walks or field trips in an authorized school bus or van
- \_\_\_\_ I understand that it is my responsibility to inform the Kids' Company staff of any changes to my child's registration form phone number, address, release authorization, medical changes, or schedule changes
- \_\_\_\_ I agree to pay for the days registered, regardless of my child's attendance
- \_\_\_\_ I understand that a 2 week notice is required if I will be withdrawing my child from the program
- \_\_\_\_ I understand that I will be charged an additional \$10 child care fee if I do not notify Kids' Company that my child will not attend a scheduled day.
- \_\_\_\_ I understand I will be charged at least a \$25 late fee if I do not pick my child up by 6:00 pm.
- \_\_\_\_ I understand that it is my responsibility to read the Parent Handbook online and to follow the policies & procedures noted, abuse of any of the policies could result in the dismissal of my child from his/her program
- \_\_\_\_ understand that I must enter my child's monthly schedule by the 15th of the prior month online.
- \_\_\_\_ understand that once my schedule is set for the month (15th of the prior month), I will not be able to add or take away days.

☐ I have read and understand Kids' Company's Parental Consent above.

Data provided on this registration form will be used by personnel in the Jordan School District 717 to identify the student and family for the Kids' Company program. **I certify the information given above is true and complete to the best of my knowledge.**

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

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date