

Frequently Asked Questions- Kids Klub After School

REGISTRATION

- **Can I still register my child for the program? Is there space available?**
 - Yes, we have an ongoing registration where you are able to sign up at any time.
 - Please keep in mind that space is limited in our program. Some of our sites may reach their maximum capacity.

- **How do I get my child signed up for the Kids Klub After School Program? (NEW TO PROGRAM)**
 - You are able to go to the Box Office in the Civic Center and pick up a registration packet. We also have the registration packet online to print off. Once the packet is completed, please submit to the Box Office with your first month's payment.
 - You must also have a current Health Inventory- Part II submitted with your registration packet
 - This document must be completed by your child's pediatrician
 - If your child has a need for medication during program hours you will need to have a Medical Administration form also completed by your child's pediatrician. This includes inhalers and Epi-Pen.
 - If you child has asthma you will need to complete the Asthma Action Plan which requires your child's pediatrician's signature.

- **How do I get my child signed up for the Kids Klub After School Program? (ATTENDED IN PAST)**
 - The Box Office should have your folder on file. Please update your folder by signing and dating the Emergency Form. New registration forms are needed at the beginning of every program. Parents are responsible for providing updated medical information annually. There is a Health Inventory- Health Assessment form that will need to be completed by your child's pediatrician. This form can be found online or at the box office.

- **Can I still register my child even though I won't be able to get their physical completed until a later date?**
 - If you are not able to obtain an updated physical form and still want your child to begin the program, please submit a letter indicating the date and time your appointment is scheduled and the date we can expect your forms to be submitted. This letter is expected at registration.

- **My child attended Kids Klub Summer Escape this summer. Do I still need to fill out new registration forms?**
 - Yes. Even though it carries the "Kids Klub" name, it is still considered a different program. Our After School program follows different regulations with the Office of Childcare that we must follow. These forms must be updated annually.

- **How soon can my child start once registration is submitted?**
 - Once the registration forms are submitted with your first month's payment, your child can start attending the next school day. If you submit the payment and paperwork after 12pm we may ask for an additional day before the child can start. We ask for at least one full business day to get your child's paperwork out to the site and to the staff so they can review it prior to your child's starting.

- **Is there a Multiple Child Discount?**
 - No. This discount is no longer offered.

- **Do you offer Part-Time Enrollment?**
 - No. There is no longer a part time option offered.

- **Can my child attend even though he/she has not turned 5 yet?**
 - We are strict with our 5-13 age range.

- **Do you offer Financial Assistance?**
 - Yes. Please complete a Kids Klub After School Scholarship Applications for the 2018-2019 School year. Applications will be accepted until **Thursday, August 16th, 2018.**
 - You will also need to supply a copy for your last year's recent Federal 1040 form. This shows us how many dependents you have and your adjusted gross income.
 - If you did not file for taxes last year, please submit a letter indicating why you did not file and supply your W2 or most recent paystub.
 - You will also need to complete the registration packet which includes a health form that must be completed by your child's pediatrician.
 - You can pick up all documents at the Civic Center Box Office, open Monday- Friday 9a-6p, closed holidays.
 - Applications and registration must be turned in, in person at the Box Office.

- **Do you accept Purchase of Care?**
 - Yes. Once you receive your vouchers please bring them to Brandi Belfield so she can give you your new After School rate. Please make sure you sign and date both the CCS copy and Provider copy.
 - You will need to make an appointment to get the vouchers signed by Brandi Belfield

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PAYMENTS

- **What are my options for my monthly payments?**
 - You are able to pay by Credit Card (Visa, Mastercard, Discover), Check, or Cash. Please make sure cash is exact. Site staff is not allowed to make change under any circumstances.

- **Where can I make my payments?**
 - After your initial registration, you are able to pay at the Online, or at the Box Office. We do not take payments over the phone or on site.

- **When are payments due?**
 - Payments are due on the 1st School Day of every month. Ex: Dec 1st falls on a Sunday. Payments for December are due Monday, Dec 2nd. Starting on the 2nd school day, payments are considered late= \$15.00 late fee/child.

- **What is considered a Late Payment?**
 - Late payments take effect the 2nd school day each month
 - The Late payment fee is \$15.00/child

- **What are the monthly costs?**
 - **Delmar:** \$135/ month / child
 - **Fruitland:** \$125/ month / child
 - **North Salisbury: *Magnet***- \$140/ month / child
Traditional\$130/ month / child
 - **Pemberton:** \$130/ month / child
 - **Pinehurst:** \$130/ month / child
 - **Westside:** \$125/ month / child
 - **Willards:** \$135/ month / child

AFTER SCHOOL PROGRAM

- **What are the Kids Klub hours of operation?**
 - Dismissal from school until 5:30pm. Parents will be assessed a late fee if they pick up their child after 5:30pm.
- **Does the program provide a snack?**
 - Parents are to provide a snack is for Kids Klub After School. If child is still hungry, Kids Klub provides optional canteen snacks for \$0.50-\$1.00. Proceeds from the canteen subsidize Kids Klub parties, prizes and special events for their specific site.
- **Will my child finish their homework every day?**
 - It depends on the amount of homework given. Kids Klub is a homework starter program, **NOT** a homework completion program. We schedule 20-30 minutes of homework time daily.
- **Will staff members assist with homework?**
 - Staff members are able to assist with homework
 - Staff cannot work 1 on 1 with children
- **What types of activities do the children do?**
 - Staff plan different high-active and low-active activities, arts & crafts projects, and depending on the weather, the program is both indoors and outdoors.
- **Do you still have the After School Program if school closes early? (Inclement Weather)**
 - If schools close early due to weather related events, the Kids Klub program is required to close as well.

SCHOOL'S OUT (PROFESSIONAL DAY) PROGRAM

- **How much is it for my child to attend?**
 - \$28/day per child
- **What are the hours of operation and ages for the School's Out Program?**
 - 7:00am-5:30pm; 5-13 years of age
- **What days are the School's Out Program taking place?**
 - Friday, October 19th, 2018
 - Monday, November 5th, 2018
 - Monday, January 28th, 2019
 - Friday, March 15th, 2019
 - * We will not be holding a School's Out- Professional Day on Friday, April 5th 2019.
- **Can my child attend even if they do not currently go to Kids Klub After School?**
 - Yes, a 2 page registration packet must be filled out for every child attending.
- **What types of activities do the kids do during this day?**
 - Same types of activities as the After School program- High-active and low-active games, arts & crafts, indoors and outdoors depending on the weather Ben's Red Swings at the zoo.
- **Do I need to register in advance?**
 - Yes, you will need to register in advance. You will need to just fill out the 2 page registration packet for every child attending.
 - There must be 10 children registered. If there are less than 10 children registered the day will be cancelled and refunds will be made.
- **Can I get a refund or transfer my child's payment to another day?**
 - **This fee is nonrefundable and nontransferable.**