

School Year: \_\_\_\_\_



## REGISTRATION & EMERGENCY FORM

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Parent/Guardian Names: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Child/ren live with: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Phone Number(s)/E-mail:

Mother: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(work) (home) (cell)

Father: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(work) (home) (cell)

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Emergency Contact Name/Relationship: \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(work) (home) (cell)

Parent's Marital Status:  Married  Single  Divorced  Separated  Widowed

Please list any medications that your child takes on a regular basis during childcare hours:

Please list any allergies:

Environmental: \_\_\_\_\_ / Food: \_\_\_\_\_

List of people authorized to pick up child/ren:

People NOT authorized to pick up child/ren:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Flames of Faith Kids Club is available Monday through Friday on all scheduled school days. Hours are after school from 3:00 p.m. to 6:00 p.m. All students age 5 – grade 6 may use this service. Nancy Ahlers is the Director of the program.

**Guidelines for Dropping Off and Picking Up your children:**

1. Parent or guardian **MUST** come in the church northwest door on Ives & 14<sup>th</sup>, marked for Flames of Faith Kids Club entrance, and sign their child in each morning and sign their child out each evening.
2. If someone other than a parent or guardian will be picking up your child, you need to provide a note giving us permission to release your child to that person. The note must be dated. (Forms are provided in this information and copies are available in the Flames of Faith Kids Club room.)
3. Parents are required to review and sign our conduct policy with each of their children before dropping them off.

**Payments:**

You may pay weekly or pre-pay any amount of money.

- \$8.00 Daily per child

Tuition is due on a weekly basis, on or before the first day of the scheduled care for the current week. This will typically be Monday for the current week. You may pay in advance. Weekly payments made after the first day of care for the week are subject to a late payment fee of \$5, unless other arrangements have been made with the director.

Consistently late payments may result in a suspension of services. If you are experiencing difficulty paying your child(ren)'s tuition, please call the Director to work out a payment plan. If your Flames of Faith Kids Club account is not positive, a note will go home with your child(ren). All accounts should be positive at the end of each month

**Registration:**

Fee is \$10 per child and should be paid prior to child(ren) attending the program. Registration fee is non-refundable.

**Drop-In:**

Drop-ins will be accepted, but child(ren) must be registered with the program in order to use drop-in care(s). Advance notice is required by calling Flames of Faith Kids Club at 320-510-0905.

**Late Pick-Up Fees:**

Flames of Faith Kids Club staff enjoy their job, but they do have other responsibilities and families who like to see them! Therefore, if you realize you will be late to pick up, please make other arrangements for your child (ren) to be picked up by 6:00 p.m. and notify the staff immediately. A late charge of \$5 per child/family per 10-minute block or portion thereof incurs after 6:01 p.m. After the first 10 minutes, the charge will increase to \$1 per minute. Exceptions may be authorized at the discretion of the Director. You will be asked to sign acknowledgement of the late pick-up on the sign in/out sheet. A child may be dismissed from the program if late pick up becomes an issue.

**Snack:** Snack will be served.



## Behavior Management Policy Respect and Authority

The children in Flames of Faith Kids Club will be respectful to one another, staff, and the building. Disrespectful and disruptive behaviors will not be tolerated.

### Behavior Management Policy

- When a child is unfocused or uncooperative, he or she will be told to 'Take a Break.'
- If there is excessive 'Break Taking' in one day or refusal to 'Take a Break,' parents will be notified and teachers may be brought in for assistance.
- Physical, emotional, and verbal abuse will not be tolerated.

### Disrespect Policy

- Your child will be told to 'Take a Break' the first time they are disrespectful.
- The second time, your child will be given a 'Take a Break' to think about what they did and will be asked to apologize to the person they disrespected and you (the parents) will be notified verbally when you pick up your child.

\*\*\*After the child is done with 'Take a Break' the staff will talk to that child, explain why he/she was 'Taking a Break' and suggest to your child what they can do to avoid further 'Take a Breaks.'

### Leaving the Premises

If your child leaves the Flames of Faith Kids Club location without permission, the staff will make every effort to locate the child without neglecting the other children at the site. If the child is not located, the parent will be called. If the parent cannot be contacted, the staff will contact the emergency contact person in their file. The Police Department may also be contacted. Due to the seriousness of the situation the child will be:

1<sup>st</sup> Incident: Suspended for 1 week

2<sup>nd</sup> Incident: \_\_\_\_\_

3<sup>rd</sup> Incident: \_\_\_\_\_

If a behavior falls outside the previously mentioned behaviors/consequences, based on the seriousness of the behavior, a decision about the consequence will be reached by the Director and the Flames of Faith Kids Club staff.



## Behavior Management Policy Respect and Authority

Signature page

**PLEASE READ AND EXPLAIN THESE POLICIES TO YOUR CHILD/REN.**

YOU AND YOUR CHILD/REN NEED TO SIGN AND DATE THIS FORM BEFORE ATTENDING FLAMES OF FAITH KIDS CLUB.

Child's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please return this form the next time your child is scheduled to attend Flames of Faith Kids Club.

## Child Pick-Up Information Sheet

Child's Name: \_\_\_\_\_

Pick-Up Date: \_\_\_\_\_ Person picking up: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Phone: \_\_\_\_\_

**Point to remember:**

Let the person know who is picking up your child that they will need an ID to show the Flames of Faith Kids Club staff.

Parent's Signature: \_\_\_\_\_

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