

BE SURE TO  **"KID CENTRAL CULPEPER VA" ON FACEBOOK**
WEBSITE: www.kidcentralculpeper.com

Dear Parents,

Welcome to Culpeper County's Kid Central! It is a pleasure to extend our services to you and your child(ren). We trust that our relationship will be a very positive one.

We feel strongly that open communication between parents and our program staff is essential to fully meet your child's needs. Please read your Parent Handbook very carefully, as it is your guideline for our policies. If you have questions, please never hesitate to ask for clarification.

On behalf of all Kid Central, thank you for entrusting your child/ren to our care.

KC PARENT INFORMATION

Please remember:

- To Sign your child (ren) in every Morning**
- To sign your child (ren) out every evening**
- Payment must be paid weekly**
- Your account may not exceed \$150.00 depending on individual pay cycles**

- It is the policy of Kid Central as an agreement with Culpeper Public Schools that if school is closed, Kid Central will not open until 8:00 a.m.
- The safety of our children and staff is of the utmost importance. The staff of Kid Central is committed to being on site when we are needed. However, extreme weather conditions may warrant modified hours of operation of the program if driving conditions are dangerous. For school closing information please call 829-2124 or see our Facebook page "**KID CENTRAL CULPEPER VA**".

KC Children will be required to honor the code of conduct at all times. The code of conduct should be signed by both the parents and the student.

KC Staff and Children will honor the school dress code at all times, both during the school year and during the Kid Central Summer Day Camp.

- KC Parents are responsible for having their children picked up on time. We close at 6:30pm each evening. **Late fees are very expensive.**
 - From 6:30-6:45 = \$1.00 per minute per child
 - From 6:46pm to arrival time = \$5.00 per minute per child until picked up.
 - The child may be excluded until late fee is paid in full

KC is mandated by law, to report to the proper authorities, frequent or severely delinquent pick-up of children.

KC Children will need to pack a lunch on all day child care events. If lunch is included in a trip it will be noted. Parents must pre-register & prepay to attend.

You may qualify for Child Care Assistance, for more information contact the Career Center at
 540 727-1055 ext 415

Registration fee is due when registering during the school year AND registering during summer

NO REFUNDS ON REGISTRATION FEES

CULPEPER COUNTY KID CENTRAL

Registration Fee = \$55 per child, \$75 per family

School-Aged PAY BY DAY!

Before School Daycare: 6:30 am - 8:00 am (not available for Middle School)

Number of Children		1	2	3	4
Fees	DAILY	\$10	\$16	\$22	\$28
	Weekly	\$50	\$80	\$110	\$140

After School Daycare: 2:30 pm - 6:30 pm

Number of Children		1	2	3	4
Fees	DAILY	\$15	\$24	\$33	\$42
	Weekly	\$75	\$120	\$165	\$210

Before and After School Daycare: 6:30 am - 8:00 am; 2:30 pm - 6:30 pm

Number of Children		1	2	3	4
Fees	DAILY	\$25	\$40	\$55	\$70
	Weekly	\$125	\$200	\$275	\$350

All Day Daycare: 6:30 am - 6:30 pm (Holidays, Teacher Workdays, Snow Days, etc.)

Number of Children		1	2	3	4
Fees Per Day		\$35	\$55	\$75	\$95
	Per Week	\$175	\$275	\$375	\$475

Additional fees for trips may be applied per child

Infant/Toddler and PreK Rates: 6:30 am - 6:30 pm (Holidays, Teacher Workdays, Snow Days, etc.)

Age: 0-16months	\$225 per week (7am - 5pm only)
16mo-3yrs	\$215 per week
3yrs-5yrs	\$195 per week

Weekly Part Day rate (under 5 hours per day) -3yrs to 5yrs ONLY - \$145 per week

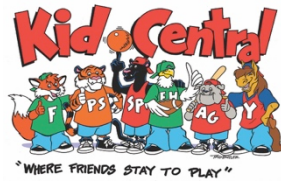
We do not provide daily rates for 0-5yrs old and part day rates are not available for under 3 yrs old

Late Fees: \$1 - per minute (first 15 minutes)
\$5 - per minute (remainder of time)

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NO REFUNDS ON REGISTRATION FEES



KID CENTRAL REGISTRATION FORM

Child	Nickname	Date of Birth	Sex
Address		Main Phone	
Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed			
Previous Child Day Programs and Schools Attended			
If Child Attends this Center and Another School/Program, Give Name of School/Program			Grade

PARENT(S)/ GUARDIAN(S)

Father	Place Employed	Business Phone
Home Address		Home Phone
Email Address:		Cell Phone
Mother	Place Employed	Business Phone
Home Address		Home Phone
Email Address:		Cell Phone
Person(s) or Agency Having Legal Custody of Child		
Home Address		Home Phone

EMERGENCY INFORMATION

Allergies or Intolerance to Food, Medication, etc. and Action to Take in an Emergency		
Child's Physician		Phone
Two People To Contact if Parent(s) Cannot Be Reached & Relationship to Child	Address	Phone
1.	1.	1.
2.	2.	2.
Additional Person(s) Authorized To Pick Up Child		
Person(s) NOT Authorized To Pick Up Child		

- Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child.
- NOTE: Section 22.1-4.3 of the *Code of Virginia* states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during the school or day care activities.

AGREEMENTS

1. Kid Central agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested.
2. The parent(s)/ guardian(s) authorize Kid Central to obtain immediate medical care if any emergency occurs when the parent(s)/ guardian(s) cannot be located immediately.
3. The parent(s) /guardian(s) agree to inform Kid Central within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

**If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s) or guardian(s) that states the objection and the reason for the objection.

SIGNATURES

<i>Parent(s) or Guardian(s)</i>	<i>Date</i>
<i>Administrator of the Center</i>	<i>Date</i>

DESIRED START DATE _____

OFFICE USE ONLY - IDENTITY VERIFICATION

If proof of identity is required and a copy is not kept, please fill out the following.

Place of Birth	Birth Date	Birth Certificate Number	Date Issued
Other Form of Proof		Date Documentation Viewed	Person Viewing Documentation

Date of Notification of Law-Enforcement Agency (when required proof of identity is not provided): _____

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his designee of a public school in the U. S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposition of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means.

032-05-252/11 (06/05)

Date Child Entered Care: _____ Date Child Left Care: _____

KID CENTRAL CODE OF CONDUCT AGREEMENT

Kid Central requires all children to follow the Code of Conduct, which is as follows:

- Respect the rights and property of others
- Cooperate by observing the rules and refraining from foul language, disrespectful back talk, and physical contact with another student or staff member
- Take advantage of all the enriching opportunities presented

Should any of these rules be broken, at anytime, parents will receive a written documentation (Code of Conduct Report) to inform of their child's behavior, consequences, and actions taken.

Parents are asked to sign the Code of Conduct Report to verify that they have read the report, not necessarily agreeing with it.

I, _____ agree to follow the above conduct agreement.

Student Signature _____

I, the parent of _____, understand the above rules are expected to be followed by my child(ren).

Parent Signature _____ Date _____

PHOTO/NAME RELEASE FORM

Dear Parents:

From time to time, Culpeper County Kid Central would like to recognize students for special accomplishments by putting their names and/or picture in the newspaper or on Facebook. This letter is for your approval for using your child name or picture in the newspaper or Facebook, on television, or video when the occasion presents itself. Please sign and return this form to the school if you have no objections.

I hereby give permission for my son/daughter. _____

Name and/or pictures to be used for special accomplishment or projects during the summer

And school year. I understand that this is a positive way of giving my child recognition.

Parent/guardian Signature

Date

ATTENTION PARENTS:
**KID CENTRAL HAS THE RIGHT TO REFUSE THE
DISMISSAL OF ANY CHILD TO A PARENT
SUSPECTED OF BEING UNDER THE INFLUENCE
OF DRUGS OR ALCOHOL!**

CHILD ENDANGERMENT RELEASE POLICY

Culpeper County Kid Central's program will follow these procedures in releasing children from the centers
If the staff suspects that the adult picking up the child is under the influence of alcohol, drugs, or misused medication:

- Step one** Staff will review the signed "Child Endangerment Release Policy"
Step Two If the adult insists on taking the child from the center, a staff member will immediately call
 in a "Child Abuse Report" to Child Protective Services and/or the police department.
Step Three A staff member will then call their supervisor and / or the administrator to inform them of
 the incident.
Step Four A staff member will document the incident on the "Child Abuse Report" Form and send it to
 the Program Director.

I HAVE READ AND UNDERSTOOD THE ABOVE CHILD ENDANGERMENT POLICY

Parent Signature: _____ Date: _____
Office Signature: _____ Date: _____

PARENT HANDBOOK AGREEMENT

Kid Central's Parent Handbook can be found on our website at www.kidcentralculpeper.com
It is your responsibility to review this Handbook regarding Kid Central's mission, policies, and
procedures.

Please check one:

- I understand that it is my responsibility to review Kid Central's Handbook.
 I do not have Internet access and need a paper copy of the Handbook.

In addition, I understand that:

****KID CENTRAL IS NOT RESPONSIBLE FOR LOST OR
STOLEN ITEMS****

Parent Signature _____ Date _____

Culpeper County Kid Central Payment Agreement

Child's Name: _____ School: _____

Mothers Information

Name _____
Address _____
Phone # home _____ Work _____ cell _____
Social Security Number (last four digits)/ _ _ _ _

Father's Information

Name _____
Address _____
Phone # home _____ Work _____ cell _____
Social Security Number (last four digits)/ _ _ _ _

Payment Agreement:

I agree to make my payments on time and I understand that if I get behind on payments that late fees will be added and my child can lose his/her childcare slot. I also understand that if the unpaid balance is not paid in full within 30 days, legal actions (such as wage garnishment) can be taken.

Mother's signature

Date

Father's Signature

Date

WE ACCEPT CASH, CHECK, MONEY ORDER, VISA, MASTERCARD, AND DISCOVERY CARDS. YOU CAN PAY IN PERSON, OVER THE PHONE, OR ONLINE AT www.kidcentralculpeper.com

FOR OFFICE USE ONLY:

Code: SP _____ V _____ O _____



Release of Information

I, _____ give permission for my child's school,
_____, to release the most recently provided copy of
physical and immunizations to Kid Central for my child,
_____.

Thanks in advance,

Parent Signature

Date