



2011-2012

SCHOOL AGE SERVICES

FAMILY

HANDBOOK



Table of Contents

About Children, Inc.	2
Welcome to Children, Inc. School Age Services	3
Before School Program	
After School Program	
Extended Educational Care	
Snow/Holiday Care	
SummerCare Day Camp	
Fall, Spring, Winter Break Care	
Registration and Enrollment	4
Attendance, Fees and Financial Assistance	4-5
Tax Information	5
Non-Discrimination Policy	6
Inclusion Policy	6-7
Behavior Expectations	8
Parent Responsibilities	9
Medication	10
Allergies	10
Incident Report	10
Well Child Policy	11
Publicity Release	11
Inclement Weather Policy	12
Kids Contract	13
Emergency Registration Information Form	15
Authorization to Release Form	17
W-10 Dependent Care Provider's Identification and Certification Form	19
KY Child and Adult Care Food Program Income Application	21
Parent/Guardian Handbook Policy Agreement Form	23

About Children, Inc.

Children, Inc. began in 1977 and today offers affordable quality child care to over 3,200 children living in four counties throughout Northern Kentucky. Through a network of 10 child care centers, 50 Family Child Care homes, 73 school age programs, which include After school, Before School, EEC, SummerCare and Snow Day and Holiday Care, Children, Inc. remains the largest private nonprofit child care provider in the state of Kentucky.

Our Vision

Young children are ready to succeed in school and in life.

Our Mission

We advance the success of young children by partnering with families, professionals and the community through exemplary services, training, research and advocacy. We accomplish our mission within a culture of innovation, collaboration and shared leadership.

Our Beliefs

We believe in children.

We believe in families.

We believe in our community.

We believe in ourselves.





Welcome to Children, Inc. School Age Services!

School Age Services began in 1986 and currently provides school age programming in nearly 40 elementary schools throughout Northern Kentucky. Children, Inc. School Age Services offers a wide variety of options for full or part time care that are convenient, quality-oriented, and affordable. We want you to know your child is safe, happy, and actively engaged in fun, extended learning activities while you finish your work day.

Before School Program

Before School Care is a morning program designed to meet the needs of parents whose schedule requires child care before school starts. The programs operate on site from 6:30-7:00 (depending on location) until the start of school. There is two day/week minimum.

After School Care

The After School Care program begins at the end of the school day and is open until 6:00 p.m. Activities follow a planned curriculum that facilitates enhanced learning beyond the school day through activities, games, and special projects. Time is allotted for homework, snacks and physical activity. There is two day/week minimum.

Extended Educational Care

Extended Educational Care or EEC is an extended day program for kindergartners whose parents need full day care. Children attend their regular kindergarten class, go to lunch, and then spend the remainder of the day in EEC. EEC gives students the opportunity to review lessons from their kindergarten classroom and master the skills they will need to excel in elementary school. Full time enrollments only.

Snow/Holiday Care

Snow/Holiday Care is available at several central locations for full day care. This option is available on snow days or other single holidays when school is closed. Hours are 7:00 a.m. to 6:00 p.m. A separate registration for this program is required.

SummerCare Day Camp

SummerCare is an 8 week, full day program held during the summer months. Offered at several locations, camps are open from 7:00 a.m. to 6:00 p.m. Fun and adventure happen every day through exciting field trips, guests, arts, crafts, science, service learning projects and reading.

Fall, Spring, Winter Break Care

School Age Services also offers full day care during school breaks. Care is offered at several locations from 7:00 a.m. to 6:00 p.m. Arts, crafts and group activities are designed for fun to keep kids active and having fun all day long.

Registration and Enrollment

All School Age Services programs are licensed by the state of Kentucky and participate in the STARS for KIDS NOW! Initiative. Every child must complete an enrollment form in order to attend any of our programs. SAS does not discriminate on the basis of race, color, creed, religion national origin or special needs. Families needing care must register every year and each program requires separate registration (i.e. After School Care, SummerCare etc.)

Registration can be made by:

- Visiting www.childreninc.org
- Calling our office at 859-431-2075
- Completing a registration form and mailing to 333 Madison Ave., Covington, KY 41011
- Faxing a registration form to 859-431-3134

Please allow two full business days before your child can start a program.

Before your child can start the program we will need the following:

- A registration form
- A current immunization certificate, signed and dated
- Emergency Registration Information form
- Authorization to Release form
- Field trip Permission Form (SummerCare only)

Attendance, Fees and Financial Assistance

Enrollment at all programs is on a first come, first served basis. A (non refundable) registration fee is required and will secure your space once it is received by Children, Inc.

- Tuition is due each Monday. If it is not received by Friday you will receive a notice. If it is not paid by the following Friday your child will be disenrolled from the program.
- Payment for Snow/Holiday, SummerCare, and Breaks are due on the first day of the program.
- **You pay for the number of days you register for, regardless of whether or not your child attends. You may change the number of days your child attends by contacting the Site Director at the program your child attends or by calling the office at 859-431-2075.**
- School Age Services does charge tuition for snow days, 1-hr delays or early dismissals.
- All outstanding balances **MUST** be paid in full before your child can attend any Children, Inc. programs.
- **There are exceptions when you do NOT pay: Labor Day, Fall Break, Thursday & Friday of Thanksgiving, Winter Break and Spring Break, otherwise you are required to pay for the days your child is registered.**

Attendance, Fees and Financial Assistance (cont'd)

- There are several methods of tuition payment- check, cash, money order or online bill pay (which can be made online at www.childreninc.org).
- There is a \$25.00 charge for returned checks and a \$35.00 fee for insufficient funds when paying online.
- There is a two day minimum necessary when enrolling for any of the SAS programs.
- Children, Inc. is a United Way agency and sliding scale fees are available to qualifying families. The KY Child and Adult Care Food Program Income application in the back of this handbook must be completed by qualifying families. Keep in mind that you will be charged full fees until funding has been approved.
- State funding is also available. To determine your eligibility, call an intake worker with the Child Care Assistance Program (CCAP). Workers' numbers for each county are posted on Children, Inc. website under Tuition Assistance. Keep in mind that you will be charged full fees until funding has been approved.
- All tuition fees MUST be kept current, SAS reserves the right to deny services to anyone leaving an outstanding balance.



IMPORTANT TAX INFORMATION - PLEASE READ

Children, Inc.'s tax identification number is 31-0910787
(see W-10 on page 19)

* * * * *

Please keep all receipts and/or cancelled checks, as SAS does not provide an individualized financial statement. However, once your account has been paid in full you may request a copy of your ledger from your After School program. Keep in mind once the school year has ended copies of your ledger are no longer available.

Non-Discrimination Policy

All Nutrition and Health Services programs and activities are operated in accordance with the U.S. Department of Agriculture policy which does not permit discrimination race, color sex, age, disability, or national origin. Any person who believes he/she has been discriminate against in any USDA-related activity should write immediately to:

Secretary of Agriculture
Washington, DC 20205

Inclusion Policy

Children, Inc. celebrates the diversity within our community and welcomes the inclusion and participation of children with special needs or chronic handicapping as can be reasonably accommodated with the resources available to our programs. In implementing this policy and in recognition of the provisions, spirit and intent of the Americans with Disabilities Act, Children, Inc. programs will make reasonable accommodations to promote the inclusion of children with special needs.

If a parent indicates at the time of enrollment that their child has a special need, the SAS Director will do an initial screening to determine whether there may be significant obstacles to the participation of that child in the program. If the Director determines that special accommodations may be required, more extensive evaluation involving Children, Inc. Central Office personnel or other designated parties as necessary will be performed.

- If a parent fails to disclose the presence of a child's special needs at the time of enrollment, Children, Inc. reserves the right to hold that child to same standard of conduct and behavior as the other program participants.

Participation and inclusion of children with special needs will be evaluated on an individual basis, and the evaluation may consider the following elements:

- The strengths as well as the limitations of the child.
- Focus on the safety, well being and best interest of the child and others in the program. As with all children in Children, Inc. programs, the desired outcomes for participation of children with special needs are enhanced physical, personal, social and emotional development.



Inclusion Policy (cont'd)

- The adaptive skills of the child; psychological and emotional issues; physical health/safety issues; and environmental consideration.
- Assess the supports needed by the child to participate successfully in the program; and the availability of resources within the program to provide these needed supports.
- The evaluation be conducted by the program Director and/or designated Central Office personnel in collaboration with program staff and others as deemed necessary.

The decision regarding the program's capability with reasonable accommodations to meet the needs will be made by the evaluation team.

In situations where the evaluation indicates the child would be difficult or impossible to serve without significant adaptations and accommodations in staff, environment, and training, the service solution must be achieved through a cooperative partnership of the parents, the school and Children, Inc.

In situations requiring additional staff to accommodate the child's participation in the program, all three of the partners indicated above must share responsibility to the extent possible in the fiscal, operational, and training requirements associated with the requisite adaptations and accommodations.

For example: If needed, Children, Inc. would partner with the parents and the school in an effort to recruit suitable one-on-one staff to work with the child in the program. The one-on-one staff would be hired by the parent on a contractual basis to provide individualized care for their child within the context of the SAS program.

A percentage of financial support for this one-on-one staff person may be provided by Children, Inc. through tuition scholarships, State or United Way funds when possible, and/or direct payments based on the income of the family.

In the training of additional staff, the parents and Children, Inc. will look to the school for their assistance in making the child's teacher, teacher's aide, or other staff familiar with the child. Children, Inc. will partner with the school in adapting the physical environment of the school setting to accommodate the participation of the child with special needs.

In order to insure the safety of the child as well as other program participants, the child's participation in the program is contingent on the availability of the one-on-one staff person. If that person is unavailable, the child's participation must be suspended until a replacement person is recruited. Children, Inc. will work closely with the parent and the school to recruit a replacement as quickly as possible. **Under no circumstances, no matter what the accommodations, shall a child be enrolled when their participation may jeopardize their own safety or the safety of other children.**

Behavior Expectations

Children are expected to show respect for staff, school property, and other children in the program. All school rules apply, as well as the rules incorporated into this document, while children are attending our programs. SAS administers no harsh verbal or corporal punishment. Discipline is limited to re-direction, a “cooling-off” area, non-abusive verbal management or other methods recommended by best practices.

Staff will keep parents updated as needed in situations involving their children. When inappropriate behavior occurs, staff may document the incident and ask a parent to sign that they have received the information. If the need should arise, parents may be asked to confer with site staff or supervisors concerning issues related to their child.

Chronically disruptive behavior and/or infractions of a severe nature can result in probation, suspension or disenrollment from the program at the discretion of the Supervisor or SAS Director.

- Chronically disruptive behavior is defined as being disrespectful to staff, disobeying the rules, bullying others or creating an unsafe situation for the child or others in the program.
- More serious infractions which are grounds for immediate disenrollment include but are not limited to: leaving the program, possessing illegal materials (firearms, knives, and drugs), hurting another child including a sibling, or any extreme behavior which endangers other children, staff or the program.

**School Age Services reserves the right to disenroll a child from the program at any time for improper or inappropriate behavior.*

Probation: When a child is placed on probation or has received a warning, this should serve as notification to parent that there is a problem. Staff and parent will then create a plan of action for desired behaviors.

Suspension: When several or numerous attempts have been made to work with you and your child toward an acceptable level of behavior and negative behavior is still evident it may be necessary to suspend your child from the program. You will receive written notification and the number of days your child is suspended. See Kids Contract in the back of this handbook.

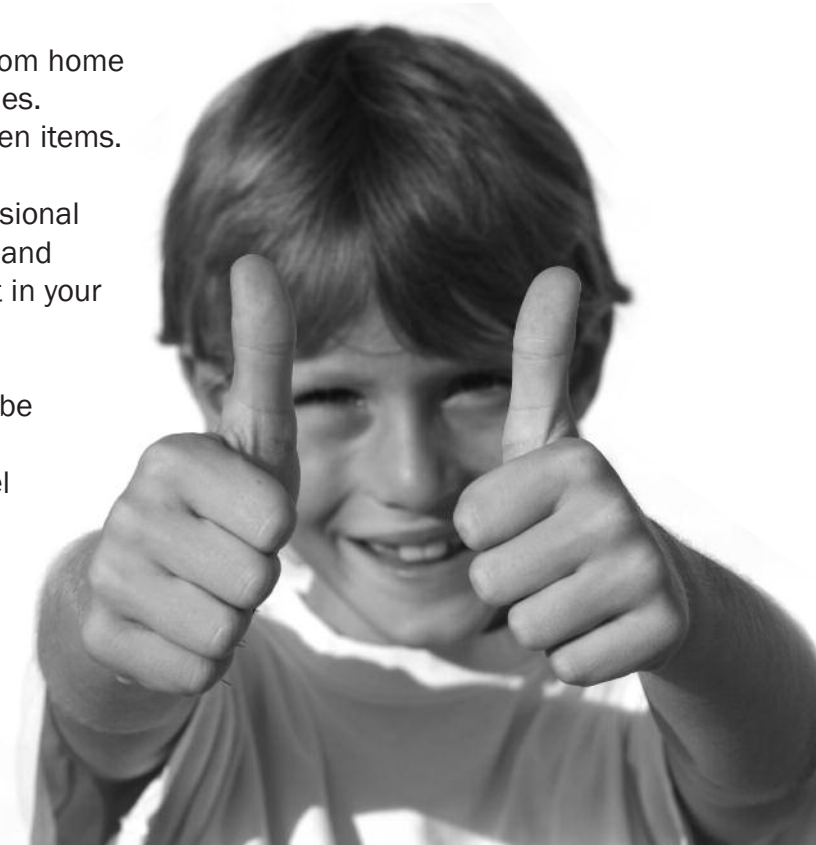
Disenrollment: When numerous attempts have been made to work with you and your child and the undesirable behavior persists, and we feel as though the behavior cannot be remedied or that your child is not able to cooperate in a group situation, he/she may be disenrolled from the program.

Note: Parents and other adults are expected to model safe and respectful behavior as well. Harsh verbal or physical punishment on-site by an adult, whether staff or a parent is not acceptable.

Note: Typically there is a step-by-step notification process to parents on matter relating to behavior. However, more serious infractions may lead to immediate dismissal.

Parent Responsibilities

- Keep program staff informed of changes in contact information or attendance.
- Submit all required paperwork including current immunization certificate within 5 days of enrollment. Failure to do so will result in disenrollment from the program.
- Sign your child in or out of the program daily. State licensing requires that parents sign their children in and out each day with the time of arrival or departure indicated. It is also a safety feature to protect your child.
- Our program closes at 6:00 p.m. Please be on time to pick up your child. If you find that you are running late, please arrange an alternate to pick up your child. There is a .50 cent per minute late fee.
- Parents are required to stay current on tuition (see Attendance, Fees and Financial Assistance on page 4). The enrolling parent (parent #1 on the registration form) is ultimately responsible for all tuition fees.
- Until staff become familiar with you, it will be necessary to show identification when picking up your child.
- SAS supports and invites family involvement. Please discuss this with site staff.
- Parents are responsible for any damages caused by their child's actions to school facilities, school property or another child's personal property.
- Children are not permitted to bring anything from home including electronic devices, toys or other games. Children, Inc. is not responsible for lost or stolen items.
- Parents are to conduct themselves in a professional manner at all times to other children, parents and Children, Inc. staff. Failure to do so can result in your child's disenrollment from the program.
- Kentucky state law mandates a child may not be released to anyone deemed to be under the influence of alcohol or drugs. Should staff feel this is applicable they are required to contact police and refuse the release of the child.
- It is the parent's responsibility to read, understand and comply with the contents of this handbook.



Medication

Due to our inability to store medications appropriately we do NOT dispense medication at the Before or After School programs. If your child is due for medication at or around dismissal time, you may need to contact your physician about changing the time your child receives medication and have it dispensed by the school clinician prior to school ending.

Medication is dispensed during full day care. This includes SummerCare, Snow/Holiday Care and Fall, Winter and Spring Break Care. In order for the medication to be administered, the parent needs to bring the medication in the original container with their child's name and dosing instructions listed on the label. The parent must complete and sign the "Medication Chart" each day or the medication can not be administered. Medication **MUST** be taken home each night. Over-the-counter items such as sunscreen, antibiotic ointment, etc. must also be listed on the "Medication Chart".



Allergies

Parents should notify staff of any allergies their child may have. Since we are in shared space, we cannot guarantee the program will be free of allergens that could cause a reaction. If your child has an Epi-pen or inhaler, please notify staff for its safe keeping. If your child has a severe allergy, please contact the SAS Director so that appropriate action can be taken.

Incident Report

Parents can be assured that safety is our number one priority. However, with incidents such as falls, nose bleeds, bumps or bruises, staff will complete an Incident Report outlining what happened, who witnessed it and other information. Parents will be asked to sign it and let SAS know if the child will see a doctor or be taken to the emergency room. If an incident of a serious nature should occur, staff will contact their Supervisor, the parent and call emergency care if needed. All staff are trained in CPR and First Aid.

Well Child Policy

To ensure a healthy, safe environment at the program for all children, efforts are made to keep the spread of communicable diseases to a minimum. If a child becomes ill while at the program, all efforts are made to keep the child away from the other children to minimize the risk of exposure until the child is released to an authorized adult. Parents will be notified of outbreaks of contagious illnesses that occur.

Children may not be admitted or permitted to stay at the Program if they exhibit any of the following symptoms:

- fever of 100 degrees or above
- skin rashes that have not been treated by a physician
- diarrhea (more than 2 unexplainable loose stools)
- vomiting
- conjunctivitis (pink eye)
- presence of head or body lice, nits, bedbugs, and/or other parasites
- yellowish skin or eyes
- severe or persistent coughing
- rapid or difficult breathing
- earaches
- severe head cold
- other evidence of infection
- general listlessness

Children may be re-admitted:

- After 24 hours or with a physician's statement it is safe to readmit your child to the program, provided that the child is free from communicable disease
- If visibly free from communicable disease such as fever (without fever reducing medicine), diarrhea, vomiting for at least 24 hours and is back on a normal diet.
- If returning to the Program poses no risk to the other children.

Publicity Releases

From time to time, there are different organizations, newspapers, TV stations, non-profit agencies or internal needs to take photos, film the agency or activities and children, or to visit or publicize the program and/or activities of the program. Under the Parent Handbook Policy Agreement (last page of this document), there is a signed consent statement to indicate whether a parent grants or denies permission for his or her child to participate in such activities. It is important for a parent/guardian to complete this form.

Inclement Weather Policy

Before School Program

In the event your child's school calls for a 1 hour delay, there is NO before school program. School Age Services does charge tuition for days when there is a 1 hour delay.

After School Program

In the event that school dismisses early, the After School program will be cancelled. You are responsible to contact the school prior to the early dismissal to make transportation arrangements for your child on those days.

In the event the school does not dismiss early the after school program will be in session. However, if weather conditions are worsening, we ask that you make every attempt to pick up your child as soon as possible at the program so that our staff can get home safely.

EEC Snow Delays and Closings

EEC follows the same delays as the school. If school normally begins at 8:30 and there is a 1 hour delay, then EEC would begin at 9:30. If there is a 2 hour delay then EEC would start 2 hours late. School Age Services does charge tuition for days when there are delays and closings.

If your child is registered for the PM EEC, and the AM kindergarten is cancelled, the PM EEC will still be held, but will not begin until it's regularly scheduled time (Please check start and dismissal times at your child's school). PLEASE DO NOT BRING YOUR CHILD EARLY TO THE PM EEC, AS IT CONFLICTS WITH STAFF CHILD RATIOS in the AM program.

If your child is registered for the AM EEC and the PM kindergarten is cancelled, then it will be necessary to pick up you child from the AM EEC, as it conflicts with staff child ratios in the PM program. If school is closed, there will be no EEC (See Snow/Holiday Care program on page 3).

Kids Contract

Being a member of the Before, After, Summer or other Holiday programs through Children, Inc. means that you have to abide by the rules so that everyone is safe, happy and feels accepted. Please sign at the bottom of this page that you understand these guidelines.

- I will be kind and respectful to everyone.
- I will keep my hands to myself.
- I understand bullying is not acceptable.
- I will treat everyone as I would like to be treated.
- I will leave my personal items at home so that they will not be lost or stolen.
- I will stay with my group at all times.
- I understand that once I come to the program I cannot go back to my classroom, even if I forget something.
- I will follow the school rules as well as the Children, Inc. rules.
- I will have a great time and a great attitude each and every day.

Signed _____ Age _____



Emergency Registration Information



Child's Name _____ Birth Date _____

Street Address _____ City _____ State _____ Zip _____

Home Phone _____

To serve your child better in case of an accident or sudden illness, it is necessary that you furnish the following information for emergencies.

Mother's Name _____ Work Phone _____ Cell Phone _____

Father's Name _____ Work Phone _____ Cell Phone _____

Please list two neighbors/relatives who will assume temporary care of your child if you can not be reached.
(Please update if circumstances should change)

Name _____ Work Phone _____ Cell Phone _____

Mother's Name _____ Work Phone _____ Cell Phone _____

PLEASE LIST ANY HEALTH CONDITIONS SUCH AS HEART CONDITIONS, DIABETES, SEVERE ALLERGIES, EYE OR EAR PROBLEMS, OR ANY CHRONIC CONDITION.

Child's Physician _____ Phone _____

Preferred Hospital _____

I, the undersigned, do hereby authorize the personnel of Children, Inc. (SAS) to contact directly the persons named on this form, and do authorize the named physician to render such treatment as deemed necessary in an emergency for the health of said child.

In the event the physician or other persons named on this form cannot be contacted, The Site Director/Supervisor, are hereby authorized to take whatever action is deemed necessary, in their judgement, for the health of the child. I will not hold Children, Inc. (SAS) financially responsible for the emergency care and/or transportation of said child.

Signature of Parent/Guardian _____ Date _____

Authorization to Release Form



Child's Name _____

I authorize the staff of Children, Inc. (SAS) to release my child/ren from the School Age program at _____ to the following people over 18 years of age:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

I understand that should it be necessary for anyone else to pick up my child from the _____ program, I must send written authorization with my child. I also understand that anyone else picking up my child may be asked for identification to verify their authorization.

Signature of Parent/Guardian

Date

Dependent Care Provider's Identification and Certification

Do NOT file Form W-10 with your tax return. Instead, keep it for your records.

Part I Dependent Care Provider's Identification (See instructions.)		
Please print or type	Name of dependent care provider Children, Inc.	Provider's taxpayer identification number 31-0910787
	Address (number, street, and apt. no.) 333 Madison Avenue	If the above number is a social security number, check here <input type="checkbox"/>
	City, state, and ZIP code Covington, KY 41011	

Certification and Signature of Dependent Care Provider.—Under penalties of perjury, I, as the dependent care provider, certify that my name, address, and taxpayer identification number shown above are correct.

Please Sign Here	Dependent care provider's signature 	Date July 31, 2011
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Part II Name and Address of Person Requesting Part I Information (See instructions.)
Name, street address, apt. no., city, state, and ZIP code of person requesting information

General Instructions

Section references are to the Internal Revenue Code.

Purpose of form.—You must get the information shown in Part I from each person or organization that provides care for your child or other dependent if:

1. You plan to claim a credit for child and dependent care expenses on Form 1040 or 1040A, or
2. You receive benefits under your employer's dependent care plan.

If either 1 or 2 above applies, you must show the correct name, address, and taxpayer identification number (TIN) of each care provider on **Form 2441**, Child and Dependent Care Expenses, or **Schedule 2**, Child and Dependent Care Expenses for Form 1040A Filers, whichever applies.

You may use Form W-10 or any of the other sources listed under **Due diligence** below to get this information from each provider.

Penalty for failure to furnish TIN.—TINs are needed to carry out the Internal Revenue laws of the United States. Section 6109(a) requires a provider of dependent care services to give to you a valid TIN, even if the provider is not required to file a return. The IRS uses the TIN to identify the provider and verify the accuracy of the provider's return as well as yours.

A care provider who does not give you his or her correct TIN is subject to a penalty of \$50 for each failure unless the failure is due to reasonable cause and not willful neglect. This penalty does not apply to an organization described in section 501(c)(3). See **Tax-exempt dependent care provider** later.

If incorrect information is reported.—You will not be allowed the tax credit or the exclusion for employer-provided dependent care benefits if:

- You report an incorrect name, address, or TIN of the provider on your Form 2441 or Schedule 2, and
- You cannot establish, to the IRS upon its request, that you used due diligence in trying to get the required information.

Due diligence.—You can show due diligence by getting and keeping in your records any one of the following:

- A Form W-10 properly completed by the provider.
- A copy of the provider's social security card or driver's license that includes his or her social security number.
- A recently printed letterhead or printed invoice that shows the provider's name, address, and TIN.
- If the provider is your employer's dependent care plan, a copy of the statement provided by your employer under the plan.
- If the provider is your household employee and he or she gave you a properly completed **Form W-4**, Employee's Withholding

Allowance Certificate, to have income tax withheld, a copy of that Form W-4.

If your care provider does not comply with your request for one of these items, you must still report certain information on your Form 2441 or Schedule 2, whichever applies. For details, see the Form 2441 or Schedule 2 instructions.

Specific Instructions**Part I**

The individual or organization providing the care completes this part.

Enter the provider's name, address, and TIN. For individuals and sole proprietors, the TIN is a social security number (SSN). But if the provider is a nonresident or resident alien who does not have and is not eligible to get an SSN, the TIN is an IRS individual taxpayer identification number (ITIN). For other entities, it is the employer identification number. If the provider is exempt from Federal income tax as an organization described in section 501(c)(3), see **Tax-exempt dependent care provider** below.

How to get a TIN.—Providers who do not have a TIN should apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. To apply for an ITIN, get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, from the IRS. To apply for an EIN, get **Form SS-4**, Application for Employer Identification Number, from the IRS.

Note: An ITIN is for tax use only. It does not entitle the individual to social security benefits or change his or her employment or immigration status under U.S. law.

Tax-exempt dependent care provider.—A provider who is a tax-exempt organization described in section 501(c)(3) and exempt under section 501(a) is not required to supply its TIN. Instead, the provider must complete the name and address lines and write "tax-exempt" in the space for the TIN. Generally, an exempt 501(c)(3) organization is one organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or for the prevention of cruelty to children or animals.

Income tax reporting requirements for dependent care providers.—The individual provider must report on his or her income tax return all income received for providing care for any person. If the provider is a self-employed individual, the income is reported on Schedule C or C-EZ (Form 1040), whichever applies.

Part II

Complete this part only if you are leaving the form with the dependent care provider to return to you later.



Parent/Guardian Handbook Policy Agreement

Please sign the following document and return it to the Site Director of the program your child attends after thoroughly reading the Family Handbook.

My child is enrolled at _____

My children's names are: _____

I, the undersigned, hereby _____ consent _____ do not consent to the reproduction, publication and other use of photographs, or cinematic imagery or voice of myself and/or my child by Children, Inc. or affiliated organizations in newspapers, TV stations, non-profit agencies or other organizations or businesses and without monetary compensation.

Please initial the following:

- I have received a copy and have read and understand the School Age Services Family Handbook and agree to abide by the policies.
- I agree to keep School Age Services informed of any changes in phone numbers and contact persons with the knowledge that this is for my child's safety.
- I understand that all paperwork: Authorization to Release, Emergency Registration Information and a **current Immunization Form**, be completed and returned within 5 days of enrollment. Failure to return required paperwork will result in disenrollment of your child. This paperwork is a licensing mandate.
- I understand that tuition is due on Monday of each week and agree to pay on time.
- I understand that I pay for the number of days I register for, regardless of whether my child attends. For exceptions see page 4.
- I have read and understand the Inclement Weather Policy and understand that I am required to pay for snow day closings and 1 hour delays.
- I understand that Children, Inc. is inclusive of all children, regardless of race, religion, physical or mental limitations, however, children enrolled must be able to cooperate in a group situation, per 922.KAR 2:120 Section 1, to ensure the safety of all children.
- I understand that I should save all receipts for tuition payment as Children, Inc. does not issue financial statements.

Signed _____ Date _____

www.childreninc.org



**333 Madison Ave.
Covington, KY 41011
859-431-2075
859-431-3134-fax**

