



## Klub (Pre-K) Enrollment Packet

Last Name(Legal) \_\_\_\_\_ First Name (Legal) \_\_\_\_\_

Nickname \_\_\_\_\_ Date of Birth \_\_\_\_\_

Gender \_\_\_\_\_ Expected Start Date: \_\_\_/\_\_\_/\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

What is your preferred method of communication (phone call, text, messenger, email, etc.)? \_\_\_\_\_

### Family Information:

### Guardianship Information

#### Custody:

- Both parents
- Father Only
- Mother Only
- Foster Family

- Joint Custody
- Legal Guardian
- Grandparent Only

Student lives with: \_\_\_\_\_

Restrictions for Custody (if applicable) \_\_\_\_\_

Legal Documentation on File Yes No (if yes, you must provide us with a copy)

### Parent #1 Name

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Workplace \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

### Parent #2 Name

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Workplace \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Over

**Emergency Numbers: List names, addresses, & phone numbers of two people who can be notified in case of emergency when parents/guardians are not available:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

**List names of people authorized to pick up your child (In addition to those emergency contacts listed above):**

\_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

**\*The Lead Teacher must be notified of any changes in the above departure procedure. Children will not be released to anyone but those listed above. Please have photo identification available for verification upon pick-up.**

**My child will be attending Kinder-Ready Klub:**

Mon., Wed. and Fri. 7:30-5:30 p.m. \_\_\_\_\_

Other \_\_\_\_\_

Anticipated pick-up time: \_\_\_\_\_

**Are there any goals that you would like us to work towards with your child? If so, what are they: \_\_\_\_\_**

**\*Please provide us with a copy of your child's current immunizations upon enrollment.**

**Do you have Facebook? \_\_\_\_\_ If so, we will add you to our private Facebook page.**

# Kinder-Ready Klub Medical Information Form

My child, \_\_\_\_\_, has permission to attend The Kinder-Ready Klub: A preschool program located at 506 South A Street, Grangeville, Idaho.

I hereby certify that my child is in good health and can travel to and participate in The Kinder-Ready Klub.

While my child is attending or traveling to or from The Kids Klub, I HEREBY AUTHORIZE THE ADULT KINDER-READY KLUB LEAD TEACHER, (or in her absence or disability, the Program Staff Member accompanying or assisting her), TO CONSENT TO THE FOLLOWING MEDICAL TREATMENT FOR SAID MINOR:

*“In case of an accident or emergency, I authorize a Staff member of The Kinder-Ready Klub program to take my child to the physician named below or to the nearest emergency hospital for such emergency treatment and measures as are deemed necessary for the safety and protection of the child, at my expense.”*

This authorization shall remain effective until my child completes his/her activities at this program unless sooner revoked in writing. I understand that as a parent/legal guardian, I will be responsible for the cost of any service or treatment provided which is not covered by the American Income Life Insurance Policy carried by The Kids Klub.

### **AUTHORIZATION & CONSENT:**

\_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Date

Physician's Name \_\_\_\_\_

Over Please

## Health History Information

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

Does your child have any medical conditions that we should know about? Please include any allergies, including allergies to food, asthma, medications, or drug reactions.

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Please list any physical handicaps or disabilities that may limit your child's activities. (Consider limitations to eyesight, hearing, and speech; also note ADD, ADHD, ODD, PTSD, Autism, paralysis, diabetic conditions, seizures, ulcer, IEP, etc.)

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Please list all medications your child is presently taking:

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### The Kids Klub Immunization Record Information Release Form

I give permission for The Kids Klub, Inc., Kinder-Ready Klub to access and copy my child's immunization records from Idaho's Immunization Reminder Information System (IRIS). This information is required by the Department of Health & Welfare and is necessary for licensing of The Kids Klub programs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## *Discipline Policy*

It is important to the well-being and development of young children that they have clear, consistent, and appropriate limits set on their behavior. Our discipline policy is based on the worth and dignity of each child. Any form of discipline that impairs the student's self-respect will be avoided. It is our teachers' roles to be a strong leader, helping each child grow towards self-discipline and self-direction.

Teachers should administer such discipline within the programs as would be exercised by a kind, firm, judicious parent at home. Corporal punishment is prohibited in all circumstances. At no time will a child be struck, roughly handled, or verbally abused as a disciplinary measure.

When inappropriate or unacceptable behavior is exhibited, the staff will deal with the individual or individuals involved. If necessary, "time-outs" will be used to help the child gain self-control. Time-out is not a punishment and is not intended to humiliate the child. It merely helps the child gain self-control and reassess the situation. Time-out also gives the child an opportunity to reflect on his/her feelings.

If a child creates a physical mess, he/she will be responsible for cleaning up. If a child purposely breaks or damages property or equipment being used in the program, the parents will be responsible for replacement.

All recurring or serious behavior problems will be discussed with parents in order to establish a joint plan for changing the undesirable behavior. An incident report will be completed for each undesirable behavior incident. The program director or lead teacher will discuss these problems, as they occur, with the parent and have the parent sign the incident report.

If a child's behavior continues to be such that it has a negative effect on the other children or staff, the parent will receive written notice that the child has been placed on probation and the parent may be required to withdraw the child from the program. Depending on the behavior problem, suspension may be imposed.

If a child endangers, with intent to cause harm to other children, himself/herself, or staff, the child will be removed from the program immediately. The program director will determine the length of suspension. Readmission to The Kids Klub may be considered dependent upon a parent meeting with staff.

If a child needs to be removed from the program, the program director will make the decision. The program director will notify the appearance of the dismissal.

*\*Things may happen at home that affect your child's behavior. Please feel free to discuss these matters with the staff, if you think we might be able to help.*

In order for us to instill self-discipline, we need cooperation and support from every parent.

I have read and agree to the terms of this disciplined policy:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

Policy #092810 Adopted by Centers for Discovery District #244 Centers and the 21<sup>st</sup> CCLC State Department of Education Officers.

The Kids Klub, Inc. has the right to make adjustments to the disciplinary actions based on the severity of the behavior.

**IN CASE OF EMERGENCY ONLY**



**PERMISSION TO TRANSPORT MINOR CHILDREN AND RELEASE OF LIABILITY AGREEMENT**

I, \_\_\_\_\_ the parent or legally recognized guardian of \_\_\_\_\_ consent to the aforementioned child's transportation by Kids Klub personnel for participation in Kids Klub activities.

I hereby release and hold harmless the Kids Klub, its' Board of Directors, agents, employees and assigns, from any liability or claim of liability, including negligence, and for any personal injury, including death, (and especially including but not limited to bodily injury or death from any motor vehicle accident) and for any other damages (including actual, compensatory, consequential, or incidental), arising from or relating to activities which place take place during Kids Klub activities or during the travel to and from said activities.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_



# Parent Information

FYI

***(Please keep this page for your information)***

## Summary

The Kids Klub, Inc. is a multi-service youth development program that provides safe and enriching opportunities for Grangeville's youth. The Kinder-Ready Klub's goal is to provide children with an enriching environment that fosters kindergarten readiness. Kinder-Ready Klub is a pilot program of The Kids Klub, Inc.

I understand and agree to the following:

1. My child is not allowed to come and go freely from Kinder-Ready Klub.
2. I must maintain communication with the Lead Teacher about my child and keep her informed of any pertinent changes.
3. The Kinder-Ready Klub will operate from 7:30 a.m. to 5:30 p.m. The program will not operate on major holidays, spring break, or weekends.
4. It is my responsibility as a parent/legal guardian to see that my child is picked up on or before the designated closing time on Mondays, Wednesdays and Fridays. Children are not allowed to leave The Kinder-Ready Klub by themselves.

## Billing Procedures:

1. I will pay for daily contracted services as outlined in the General Fees Information.
2. The Kinder-Ready Klub closes at 5:30 p.m. Mondays, Wednesdays and Fridays. My fees pay for service until that time. Parents whose children remain past this time must pay an overtime fee of \$1 per minute per child. The Kinder-Ready Klub clock is the clock that will determine the time.
3. If financial assistance is desired, you will need to first apply for assistance through Idaho Child Care Program (ICCP). Please see staff for an ICCP application.

## General Fees Information:

This year we were graciously awarded a 21<sup>st</sup> Century Community Learning Centers grant. This grant will allow us to offer a free afternoon program.

OVER PLEASE

Monthly rate for attendance is \$150 per month per child regardless of actual hours in attendance. Refunds are not available if your child does not attend on any given day, for any reason.

Payment is due by the 1st of each month for that month's attendance. In the event an account becomes ten days or more past due, services for the involved student (s) will be terminated until the account has been paid in full.

A registration fee of \$30 per child is due at the time of registration.

There will be a \$30 service charge on each check returned by the bank due to insufficient funds or related deficiencies.

**Checks must be made payable to The Kids Klub, Inc.**

**Checks may be dropped off at The Kids Klub during operating hours, or checks may be mailed to:**

**The Kids Klub, Inc.  
506 South A Street  
Grangeville, Idaho 83530**

**\*You may also pay online at [www.thekidsklub.org](http://www.thekidsklub.org)**

**Any questions regarding financial payment should be directed to the Lead Teacher or the Program Director at the above address, or at (208)983-2285.**

The Kids Klub Administrator, in conjunction with The Kids Klub Board of Directors shall have final authority to resolve any matters concerning fees which are not addressed in these policies and procedures.

**Thank you for choosing The Kids Klub!**