



2017-18 AFTER SCHOOL REGISTRATION FORM

STUDENT INFORMATION		
FIRST NAME	DATE OF BIRTH	GENDER
LAST NAME	SCHOOL :	GRADE
STUDENT ADDRESS:	TEACHER NAME:	
CITY/ STATE:	ZIP CODE:	

Emergency Contact and Medical Information for a Child

Parent/Guardian's Name	Parent/Guardian's Name
Home Phone	Cell Phone
Address	Address
City, ST ZIP Code	City, ST ZIP Code
Parent/Guardian Email	Parent/ Guardian Email

Alternative Emergency Contact Information

Primary Emergency Contact	Secondary Emergency Contact
Home Phone	Work Phone
Address	Address
City, ST ZIP Code	City, ST ZIP Code

Enrollment Information

After School Program Start Date: _____

After School Program Days (Check all that apply):



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FULL WEEK
 PARTIAL WEEK (Limited Slots available)

Monday Tuesday Wednesday Thursday Friday

Medical Information

Hospital/Clinic Preference

Physician's Name

Phone Number

Insurance Company

Policy Number

Allergies/Special Health Considerations

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

Parent/Guardian's Signature

Date

Policy and Procedures

Holidays: We follow LCPS school calendar for after school programs and pick up. We will be closed during the national holidays. During teacher work days, student holidays, winter break, and spring break we offer a day camp for our students at an additional cost. We will make every effort to open on snow days, however, it will be at the discretion of Kids Quest Club on which days are safe for the staff to open up.



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Payments:

- There is a non-refundable \$50.00 registration fee per child and \$75 per family.
- A fees of \$550 per month (for full time) will be charged to participate in the afterschool program. All monthly payments including enrichment programs are due at the first of the month. For part week options: a monthly fees of \$500 for 4-day week, \$ 450 for 3-day per week of attendance and \$375 for 2-day per week of attendance will be charged.
- Any late payments after the following 2 day grace period will be charged a \$25.00 late fee.
- All returned payments will be charged a \$30.00 return fee.
- Kids-Quest Club will not pick up your child until all fees are paid in full.
- Should you default on any payment as stated in this agreement, the entire remaining balances shall be deemed due and payable on demand. You agree to pay allowable interest, and all cost of collection including, but not limited to, collection agency fees, court cost and attorney fees. By signing this agreement you understand that the full fees are due even if your child is absent for one or more days. We require a 30 day written notice of withdrawal from the program. This notice must be provided prior to the 1st of the month of the last month of enrollment (For example, if you want to stop the services starting November, a notice must be provided prior to Sept 30th. Failure to provide one full calendar month notice will result in a charge equal to the amount of one month fee.

Late Pick Up: Parents/Guardians must pick up their children at or before the scheduled time of their registered program. If the child is picked up from the after school program after 6:30 pm, a late fee of \$5 will be charged for every 5 minutes thereafter.

Illness/Sick Days: If your child is sick and will not attend school we must be notified the day before or the morning of. If your child goes home early from school we must be notified the day of no later than 1 PM.

If your child has a fever of over 101.1 or is vomiting at least three times in our presence, we will inform you or your emergency contact. Your child will need to be picked up immediately from our center in that situation. They may return after 24 hours after the fever or vomiting has subsided.

Snacks: We will provide a healthy nut free, vegetarian snack to all our students during our after school program. However, you can pack any nut free snack for your child.

Personal Items: Children should not bring valuable items to our center. We are not responsible for any lost or stolen items at our facility.

Photographs: Children will be photographed during various activities at the center and the photographs will be posted on our website/ social networking sites to share with parents as well as for marketing purposes.

Emergencies: In case of an emergency, we will contact the first two names listed from your registration form. If both names on the form are unavailable we will proceed to contact "emergency contacts" listed on your form. Please keep us up to date if there is any change on the registration form.

Liability: By signing this registration I absolve Kids Quest Club LLC of any responsibility for any accidents or injury that may occur. I acknowledge on behalf of myself and my heirs that I assume the risk of any and all injuries/illness' which may result from my child's participation in any activities or the use of any equipment. I hereby release and discharge Kids Quest Club LLC, its agents, servants, and employees from any and all claims for injury, illness, death, loss or damage with my child that may suffer as a result of my child participating in these activities.

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____