

A.C.C.E.S.S.

After School Community Collaboration

Enrichment Student Services

Sponsored by Davis Kids Klub, A non-profit organization

Registration Package



School Year 2011-2012

ACCESS Email Address: daviskidsklub@aol.com

ACCESS Website: www.daviskidsklub.com

Office: 530-220-4731



DAVIS KIDS KLUB

Afterschool Community Collaboration Enrichment Student Services

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Registration Document Check List

Registration Document Check List	_____
School Year Calendar and Holidays	_____
Program Description	_____
Fee Schedule	_____
Behavior Agreement	_____
Parent/Guardian Contract	_____
Emergency Contact and Release Form	_____
Child Health Information	_____

Please mail your registration package in advance to:

**ACCESS
417 Mace Blvd.
Suite J
PMB 174
Davis, CA 95618**

2011-2012 School Calendar

- **First Day of School Tuesday August 23**
- **Last Day of School Thursday June 7 (NO ACCESS)**

Holidays & Non-Student Days

- Labor Day Holiday **September 5**
- Elementary Student Holiday (Grades K-6) **November 4**
- Veteran's Day Holiday (Observed) **November 11**
- Thanksgiving Break **November 21-25**
DAVIS KIDS KLUB DAY CAMP AVAILABLE
- Winter Break **December 19-January 2**
DAVIS KIDS KLUB DAY CAMP AVAILABLE
- Martin Luther King, Jr. Holiday **January 16**
- Lincoln's Birthday **February 13**
- President's Day Holiday **February 20**
- Spring Break **April 9-13**
DAVIS KIDS KLUB DAY CAMP AVAILABLE
- Memorial Day Holiday (Observed) **May 28**

***These days and all ACCESS/DKK rules, fees and regulations are subject to change with 30 day notice given**

(Parent Signature)

(Date)

ACCESS Program Description

ACCESS is an after-school program and, as such, is open when school is in session.

Why ACCESS?

We understand that as parents, you have many choices for your child's after school care. Here are some details about our program. We hope you find ACCESS to be a good solution for your family.

- * ACCESS offers your child(ren) a safe, well organized, and enriching after school program.
- * ACCESS is a drop in, recreational-style after school club which maintains a daily process for accounting for students.
- * ACCESS operates under the authority of the State of California. Health and Safety regulations are recognized by the Yolo County Health Department as an after-school camp program.
- * ACCESS is NOT a licensed child care under the auspices of the Community Child Care Licensing Division of the Department of Social Services.

Please Initial _____

- * ACCESS students are free to drop-in or to leave on their own accord, but must follow ACCESS behavior and safety codes (see DJUSD Standards of Student Behavior Code Book)
- * ACCESS parents/guardians may require their child(ren) to stay at the ACCESS program site until the child(ren) are picked up. This is an individual parent's choice. If this is your wish, make sure your child has a clear understanding of your wishes so they will remain with the ACCESS group and under the Director's supervision.
- * A snack is provided daily, but students may opt to bring their own healthy snack.

Parent/Guardian's Signature

Date

ACCESS Fee Schedule

Registration:

An annual, non-refundable, family member registration fee is required for any program option listed below. This excludes summer registration fees which are collected separately with summer tuition.

\$65 for alumni families

\$70 for new members

Qualified Students:

ACCESS is available Monday through Friday to elementary school age children in grades Kindergarten through 6th grade.

Kindergarten students enrolled in the a.m. program need to find transportation to ACCESS as they are dismissed prior to ACCESS's opening hours. Additionally, p.m. Kindergarten students would need to find morning care as ACCESS is closed during this time.

Hours of Operation:

Monday 2:35pm – 6:00pm

Tuesday 2:35pm – 6:00pm

Wednesday 1:30pm – 6:00pm

Thursday 2:35pm – 6:00pm

Friday 2:35pm – 6:00pm

Exceptions: Holidays posted on the school calendar.

ACCESS is open from 1:30pm – 6:00pm daily during conference weeks

Program Options:

- 1) Hourly
 - a. \$6.00 an hour per student **Available conference week only.**
 - b. Subject to availability. Contact the Site Director in advance to check availability.
 - c. Payment is due when the child is picked up the same day.

- 2) Drop In
 - a. \$20.00 a day per student, \$25 Wednesdays.
 - b. Subject to availability. Contact the Site Director in advance to check availability.
 - c. Payment must be mailed in prior to or day of drop in (please note what day child dropped in).

- 3) Monthly
 - a. \$250.00 – Five days a week
 - b. \$225.00 – Four days a week
 - c. \$195.00 – Three days a week
 - d. \$140.00 – Two days a week
 - e. \$75.00 – One day a week
 - f. Partial month tuition applies to August (.35 times monthly rate) and June (.2 times monthly rate).
 - g. The drop-in tuition rate is \$20 per day. \$25 Wednesdays.
 - h. When a monthly fee is paid, your child is guaranteed attendance.
 - i. Fees are due by the 5th of each month, must be placed in the mail by the 3rd of each month.
 - j. A late fee of \$5.00 a day applies after the 5th of each month.
 - k. If fees are not paid by the 10th of the month, your child may be dropped from enrollment.
 - l. If fees are paid after the 10th of the month, a \$25.00 late fee applies
 - m. If fees are not paid by the 15th of the month, a \$50 late fee applies and your child will be dropped from enrollment. To re-start late fee and full registration fees must be re-paid.
 - n. **All months Sept-May are the same fees. It is split into nine equal monthly payments.**
 - o. December, November and April fees are the same as other months, even though there are vacations. Discounted CAMPS may be available to ACCESS members. No changes to contract/account can be made during these months (the one month notice of change in contract does not apply to the aforementioned months.)
 - p. Sibling club not available Wednesdays. If space is available, you can have your child attend on Wednesdays 1:30pm-3:15pm for a monthly fee of \$45. To qualify for this special price you must pay 3 months in advance.

Family Discounts: Due to the low cost of ACCESS, no discounts are given for additional children.

Fee Subsidy: If eligible for low income subsidy, please speak to the Site Director. Mail your letter of need to the District Coordinator for further evaluation and review. A decision will be made by the Board of Directors.

ACCESS Behavior Agreement

(Please read carefully with your child(ren). Both parent and child(ren) sign where indicated.)

ACCESS utilizes the DJUSD Standards of Student behavior code. The same expectations that are set during school, apply while attending ACCESS. A copy of these standards is available on site for your review.

- * Our goal is for everyone to be happy and have fun!
- * We need to cooperate with friends and recreation leaders.
- * We need to be courteous and polite at all times!
- * If child(ren) have a concern, they should bring it to the attention of the ACCESS Director or recreation leader immediately.
- * We need to be respectful to each other.
- * We will play fair.
- * We will be helpful.
- * We will follow all safety rules.
- * Time-outs will be issued if we do not follow the rules.
- * Behavior citations will be sent home if any safety rules are broken, if any injuries occur, or if three time outs are issued.

Child Date

Child Date

Parent/Guardian Date

ACCESS Parent/Guardian Contract

Child's Name: _____

Start Date: _____

Child's Name: _____

Start Date: _____

The ACCESS Parent/Guardian Contract is to ensure that parents understand their rights and responsibilities as they apply to their child(ren) attending the ACCESS program. Additionally, this contract advises parents of the ACCESS program goals and guidelines.

Please read through each item before signing. Some line items require an initial indicating that you have read and understand the condition. If you have any questions or need further clarification on an item, please contact the Site Director.

A My child(ren) will be attending (site) _____.

B An annual, non-refundable, family registration fee is required to join ACCESS regardless of the program option selected. This excludes summer registration fees which are collected separately with summer tuition. Circle one:

(a) \$65 for alumni families

\$70 for new members

C I have selected the following program for my child(ren):

_____ **Drop In @ \$20.00/day (\$25 Wednesday's). Due the day my child attends. Drop- ins may be paid for in advance, but credit (for absences) will only be given if parent contacts the Site Director 24 hours in advance for cancellation. Credits will be applied to future dates. No refund will be made.**

_____ **Monthly (My monthly tuition will be \$ _____)**

Circle all that apply:

***Days my child will attend: M T W TH F**

- D **Fees are due by the 5th of each month.** A late fee of \$5.00 a day applies after the 5th of each month. If fees are not paid by the 10th of the month, your child may be dropped from the enrollment and unable to attend. If availability allows your child to be re-enrolled, and fees are paid after the 10th of the month, a \$25.00 late fee will apply. If fees are not paid by the 15th of the month, a \$50 late fee applies and your child will be dropped from enrollment. To re-start (if space is available) full registration must be re-paid
Please Initial: _____
- E Checks are the only acceptable form of payment and all payments must be accompanied by a DKK payment slip. A \$45.00 fee will be assessed for any returned checks.
Please Initial: _____
- F **One month's notice in writing, plus the last month's payment, is due in the case of termination prior to the end of the school year.**
Please Initial: _____
- G Monthly tuition remains the same on months when ACCESS is closed for school vacations.
- H (Please see ACCESS School Calendar attached)
- I If parents do not pick up child(ren) by 6:00pm, there will be a \$10.00 per child charge from 6:01pm to 6:14pm. As of 6:15pm, an additional \$15.00 fee is in effect and a phone call must be made to the Site Director. After 6:30pm, arrangements and late fees are at the discretion of the Site Director. If the Site Director does not receive a phone call after 6:15pm, an emergency contact phone number will be called to pick up child(ren).
Please Initial: _____
- J Enrichment programs are offered daily and include: homework tutoring and physical activities. Some enrichment programs include a literacy program that promotes good communication, writing and reading skills. Enrichment programs are occasionally offered by private, Davis businesses for a nominal fee. Please contact the business providing the enrichment program for fee schedules, payment and questions. ACCESS does not collect fees for these enrichment programs.
- K It is our goal to incorporate the following important aspects to the program:
1. Conflict Resolution
 2. Mentoring
 3. Community Interaction
 4. Family Involvement
 5. Diversity Awareness
- L ACCESS is a drop in, recreational-style after school club. We do not offer the licensed care or supervision that a day care center provides. We do offer structured enrichment activities as discussed above.
Please Initial: _____

- M ACCESS is open when school is in session. If school is dismissed early, ACCESS will open at the early dismissal time. March and November fees may be higher due to early dismissal for conference weeks. Additional fees for these weeks are as follows:
1. No charge for students regularly attending ACCESS.
 2. \$20.00 per day drop in rate for students whom do not attend ACCESS regularly. Subject to availability
 3. \$5.00 option to drop in during a conference appointment only (30 minute max). Registration fees are not collected under this option; however, child needs to be signed in with room number of where parent can be located. Subject to availability.

Conference week fees can be paid in advance with monthly fees or paid during conference week.

Please Initial: _____

N We will give priority to those who sign up for five days a week. Other applications for registration will be accepted as space is available.

O If you need to contact us, you can call your Site Director's cell phone number (you can find site director numbers at our website) which will be with them during ACCESS business hours. Alternatively, you may email us at daviskidsklub@aol.com or contact the Office at (530) 220-4731.

P Children attending the ACCESS program are subject to the guidelines in the DJUSD Standards of Student Behavior handbook.

Q I give Davis Kids Klub/A.C.C.E.S.S. permission to record the image and/or voice of the minor(s) named on this registration package, and I grant Davis Kids Klub/A.C.C.E.S.S. all rights to use these sound, still or moving images in any medium for educational, promotional, or other purposes that support the mission of the program. I agree that all rights to the sound, still, or moving images belong to Davis Kids Klub/A.C.C.E.S.S.

Please Initial: _____

R If changes in this contract occur, you must get a change of account form from your site director and mail it in with a \$25 processing fee. Changes must be submitted 30 days in advance to allow time for staffing changes.

Please Initial: _____

S Parents/Guardians are responsible for updating personal information when it changes. (i.e. telephone #'s, email address, authorized parties for child pickup, etc.)

Please Initial: _____

Emergency Contact and Medical Information for a Child

M F

Child's Name

Age

Date of Birth

Sex

Parent's/Guardian's Name

Parent's/Guardian's Name

()

()

()

()

Home Phone

Work Phone

Home Phone

Work Phone

Cell Phone: ()

Cell Phone: ()

Address

Address

City, ST ZIP Code

City, ST ZIP Code

Email Address:

Email Address:

Please provide all e-mail accounts you check regularly, this is our preferred method of communication

***We welcome as many e-mail accounts as possible**

Alternative Emergency Contacts

Primary Emergency Contact

Secondary Emergency Contact

()

()

()

()

Home Phone

Work Phone

Home Phone

Work Phone

Cell Phone: ()

Cell Phone: ()

Address

Address

City, ST ZIP Code

City, ST ZIP Code

Medical Information

Family Dentist and Phone Number

Physician's Name

Phone Number

Insurance Company

Policy Number

Allergies(insects, food)/Special Health Considerations (asthma, seizures, diabetes, etc.)

Current Medications:

I authorize Davis Kids Klub/ACCESS personnel to arrange transportation in case of accident or acute illness of my child. In the event it is impossible to receive instruction from me for my child's care, consent is given to any licensed physician and/or surgeon called or to whom my child is taken for treatment by him/her or to administer drugs and medication, administer a local or general anesthetic, and to perform such a surgical and/or medical treatment as she/he shall deem necessary based upon the emergency requires or the relief of pain and/or their preservation of my child's life, and /or health and well-being. Any cost incurred in this treatment not covered by Davis Kids Klub/ACCESS insurance or personal insurance shall be paid by me.

Parent's/Guardian's Signature

Date

ACCESS Child Health and Release Information

Child's name: _____

Additional health Information:

- 1) Does your child have any special dietary needs?

- 2) Does your child have any special physical or emotional needs?

- 3) Has your child been diagnosed with a social/learning disorder?

- 4) Will your child need to take any medications while at ACCESS?
If "YES", please list medication, dosage, and frequency.

**We would prefer NOT to dispense medication unless absolutely necessary. If medication is necessary, the Site Director will only accept the original pharmaceutical vial, which includes specific dispensing advice.

- 5) If your child is not enrolled in the site identified in the Parent/Guardian contract, please provide a copy of your child's immunization record.
- 6) Please list any additional information you wish to share about your child (favorite sports, hobbies, books, games, music, etc.)

Release:

The following parties are authorized to pick up my child from ACCESS without contacting me

(please include yourself, spouse, siblings, babysitters, coaches, etc.):

A.C.C.E.S.S. Important Registration Packet Information

Please keep this page for your records

Holidays & Non-Student Days

- First day of school Tuesday August 23rd
- Labor Day Holiday **September 5**
- Elementary Student Holiday (Grades K-6) **November 4**
- Veteran's Day Holiday (Observed) **November 11**
- Thanksgiving Break **November 21-25**
DAVIS KIDS KLUB DAY CAMP AVAILABLE
- Winter Break **December 19-January 2**
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- Martin Luther King, Jr. Holiday **January 16**
- Lincoln's Birthday **February 13**
- President's Day Holiday **February 20**
- Spring Break **April 9-13**
DAVIS KIDS KLUB DAY CAMP AVAILABLE
- Memorial Day Holiday (Observed) **May 28**
- Last day of school Thursday June 7th **NO ACCESS**

- ❖ **Monthly fees:** 5 days \$250...4 days \$225...3 days \$195...2 days \$140...1 day \$75 (W \$85)...drop-in \$20 (W \$25)
- ❖ ACCESS is available Monday through Friday after school until 6:00pm to elementary school age children in grades Kindergarten through 6th grade.
- ❖ Fees are due by the 5th of each month, must be placed in the mail by the 3rd of each month. Late fees apply after the 5th
- ❖ Please include a DKK/ACCESS payment slip with every payment sent in. If you are using bill pay through your bank please include child's name and school site he/she attends in the notes of the checks
- ❖ All months Sept-May are the same fees. It is split into nine equal monthly payments
- ❖ One months notice in writing, plus the last month's payment, is due in the case of termination prior to the end of the school year. Not available for the months of November, December and April
- ❖ Davis Kids Klub day camps may be available on days when school is out, please check with your site director or at our website for dates and location.
- ❖ If you add or change your e-mail address, please let us know asap. We communicate through e-mail several times a month and most important information about our program will be passed along this way
- ❖ If you need to contact us, you can call your Site Director's cell phone number (you can find site director numbers at our website www.daviskidsklub.com) which will be with them during ACCESS business hours. Alternatively, you may email us at daviskidsklub@aol.com or contact the Office at (530) 220-4731.



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