

Before & After Care

1st-6th Grades

I would like to register (Students Name) _____
for Before and After Care in Centennial Children's Center.
Student's Date of Birth: _____ Current Grade: _____

1st—6th Grade After School Program

Full Time: (4-5 days per week) \$220 Mo.
Part Time: (3 days or less per week) \$150 Mo.
Drop-in: \$7 per hour/\$35 per day

Hourly Rate Use Only

\$7 hourly rate/ \$35 daily maximum

PLEASE NOTE:

- You must sign your child in and out upon arrival and departure. This is for billing and emergency purposes. A lack of signing in or out may result in a full-time monthly charge for that current month.
- A 5% discount is given for additional full-time and part-time children enrolled from the same home. (Discount applies to the lesser fee)
- Scheduled breakfast, lunch, and snacks will be served to all enrolled children present. Meals can not be served before or after scheduled meal times. If your child needs lunch, but will be arriving after 9:30 am, please call ahead so enough food will be prepared. (208-454-8993) *THANK YOU!*
- All billing is handled through Centennial Baptist Ministries via Praxis School software. Hourly and daily charges will be billed in the following month.
- Drop-in accounts -\$100 prepaid due at time of enrollment. If account becomes delinquent, \$100 prepaid will be required monthly.

I agree to pay the tuition for the days and times stated above. I understand fees are due by the 1st of each month. Past due accounts will result in temporary suspension of child care services. I understand that any changes made to the status of child-care must be made the month prior to billing. I assume personal responsibility for all charges, including late fees and those of a collection agency or any legal fees that may occur from a collections process if necessary. I have read, understood, and agreed to the terms and conditions of this financial agreement and the programs policies accompanying this page.

Guardian's signature: _____ **Date:** _____

Guardian's signature: _____ **Date:** _____

Address: _____ **City:** _____ **Zip** _____

Home Telephone Number: _____ **Work Telephone Number:** _____



Program Policies:

Times and Ages

Centennial Children's Center accepts children from 6 weeks to 12 years of age.

Our center is open from 6:15 a.m. – 6:00 p.m., Monday thru Friday. You will be charged one dollar per minute per child for each minute past 6:00 p.m..

Breakfast is offered from 6:15 AM – 7:30 AM only. Please understand the need for this cut-off time and provide your child with breakfast from home if needed. Lunch is served until Noon. If your child is arriving after 9:30 AM, please call ahead or inform his teacher to add him to the lunch count. If your child arrives after Noon, please feed them prior or send a lunch with them.

Holidays

The Center will be closed on the following holidays: **New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day.**

Billing handled by Centennial Baptist Ministries

Hourly and daily billing will be totaled at the end of the month and entered into Praxi School software to be paid by the first of the following month. Payment can be submitted through Paxi School Parent Portal. Please sign your child in and out to ensure accurate billing.

Accounts overdue will be placed on temporary suspension. During temporary suspension, your child/children will not be allowed to attend until the account is paid in full. Your spot will be given away if temporary suspension lasts more than 30 days.

There will be a \$25.00 service charge applied for all checks returned to us by the bank as non-payable.

Withdraw Policy

To withdraw your child/children from Centennial Children's Center, a two-week written notice must be turned into the office. Otherwise, your account will be charged a two week fee respective to your child/children's current care rate.

Authorized Pick-Ups and Drop-Offs

In the event someone not listed on the authorized pick-up list is picking up your child, you must notify the staff so we know whom to expect. Please keep the pick-up list updated, and prepare anyone picking up your child to have his/her ID in hand so we can verify he/she is listed in your child's file.

Please ensure that you or other persons dropping your child off will accompany him/her into the room.

Electronic Games and Personal Items

Centennial Children's Center only allows children ages four and up the use of electronics. Your child may use his/her games ONLY when approved by staff member and in assigned areas, during quiet time, or upon completion of homework.

WE ARE NOT RESPONSIBLE FOR ITEMS THAT ARE DAMAGED OR LOST. Please label all of your child's belongings such as jackets, backpacks, blankets, cups, and pacifiers.

2's & 3's

Children three and under will be offered a nap. Please bring your child a blanket that can remain at the Center for the week. Please take the blanket home weekly to launder.

The two-year old room is a transition room for pacifiers, cups, and other nap time needs. We will allow your child to have these items for a period of time. Then we will slowly transition them in preparation for the three year old room. If your child is not potty-trained, then please provide enough diapers for your child daily. All two-year olds are offered a potty break every hour to two hours, depending on activities.

Infants

The nursery requires that you bring your infant with daily care items such as diapers, bottles, lidded cups, and extra clothing. Infants eating table foods may eat Center lunches. Please review the menu so you as the parent can decide if you need to bring alternate foods. Whole milk is available for infants twelve months and older.

General Health Policy:

If a child is sent home with a communicable virus, he/she may only return with a medical excuse from a physician stating that the child is no longer contagious and may be safely involved in group activities.

Immunizations

For your child/children's enrollment to be accepted, a copy of current immunizations must be attached to this application. PLEASE KEEP IMMUNIZATION RECORDS CURRENT, AND TURN IN A COPY TO THE OFFICE WHEN UPDATED.

Medicine

If a child needs to have medicine administered during the day, we must have written authorization and dosage information from the legal guardian. Medication must be clearly labeled with the child's name and given to a staff member. **DO NOT place medications in a backpack or bag.** The medication will be returned personally at the end of the day. A medication log (stating when your child received their dosage) will be attached to the medication. Centennial Children's Center WILL NOT administer medication to lower a child's fever while in our care, unless the guardian is in transit to pick him/her up.

Sickness

If a child displays **ANY** of the symptoms listed below, he or she will be isolated from the other children, and a guardian will be contacted. If a guardian cannot be reached, then emergency telephone numbers listed on the application form will be used to contact the appropriate persons. Arrangements must be made to have the child picked up within one hour upon notification.

Symptoms of concern are the following:

- Diarrhea accompanied with acting lethargic, a fever, or vomiting
- Severe coughing
- Difficulty breathing or swallowing
- Yellowish skin or eyes
- Symptoms of pink eye (discharge of mucus from the eye)
- Unusual spots or rashes
- Vomiting
- Severe itching of the body or scalp (any indicators of lice)
- Fever of 100 degrees F (temporal)
- Low grade fever of 99.9 degrees F as well as acting lethargic and/or loss of appetite
- Extreme or unusual behavior (i.e. A child is irritable, continuously crying, or requires more attention than we can provide without hurting the health and safety of all children in our care.)

If your child has NOT been fever and symptom free for 24 hours without the aid of fever or pain reliever, please **DO NOT** bring him/her until he/she is past the 24 hours. We care about your child's health as well as other parent's.

Vacation/Sick Credit

Full Time daycare accounts, in good credit standing (for 3 months), can accrue one sick/vacation day credit per month. If an account has a late fee or NSF the sick/vacation day credit will be suspended for 3 months. Each account can earn up to 12 vacation/sick credits per year. To use your vacation/sick credits for a planned vacation, a two-week notice is required. Accounts can only accrue a maximum of 12 sick/vacation day credits.

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Parent Copy: keep for your records