

YWCA Kids Quest Program Enrollment Packet 2009-2010

To enroll your child in the Kids Quest program, please complete the attached enrollment forms filling in every line of each form. Please read through this packet completely. If you have questions, you may contact Ali Busch, Kids Quest Assistant Director at 233.1750 x357. **The first week's fee and the registration fee is due with this completed application packet prior to the first week your child attends Kids Quest. Enrollment is final once it is confirmed by Youth Services.** Kids Quest sites are Bishop, McCarter, McClure, McEachron, Meadows, Whitson and Williams Magnet School.

PROGRAM HOURS & FEES.....

- Enrollment Fee: \$35 per child per year all sites **Non-refundable, due with application**
- Morning Care: 7:00-8:00 a.m. \$120.00 / month or \$30.00 / week
- Afternoon Care: 3:30-5:30 p.m. \$160.00 / month or \$40.00 / week
- Both Morning and Afternoon Care: \$265.00 per month or \$65.00 / week
- School Day Out: \$25 per day
- Drop in care based on availability
- A multi-child discount is offered for those families enrolling 3 or more children.
- **All children must be picked up by 5:30 to avoid the \$1 per minute per child late charge.**
- **All accounts paid in full for the month by the 5th of the month will be given a 10% discount.**

FEE POLICIES

1. The cost of the program remains the same whether your child attends or not. There are no refunds, make-up days, or credits for days missed, including snow days. Your fee is monthly, regardless of the number of days your child attends.

2. If your child has a prolonged illness for two weeks or more, the fee will be reduced to half, to hold a place open and allow your child's name to remain on the active enrollment. The Assistant Director must be notified.

3. Kids Quest is a **PRE-PAY** program.

All tuition is to be paid in advance. All tuition is due the 5th of each month. If payment is received by the 5th of the month there will be a 10% discount to your bill. Statements are sent once a month to show activity on your account. We do not send bills, as no one should have a balance. To avoid late charges a payment must be received by the 14th of the month. If prearrangements have been made, families may pay bimonthly with Assistant Director's approval. There will be a \$10.00 late fee penalty due as of the 14 of the month if tuition has still not been paid. A letter will be sent to the appropriate party requesting payment. If by the 21st day of the month the delinquent account has not been brought up to date, the child's enrollment may be suspended or terminated. Please feel free to contact the Finance Manager to discuss your account balance at any time.

Failure to pay promptly may result in termination of services.

4. A **two week written notice** must be submitted to and confirmed by the Assistant Director, Ali Busch, before terminating your child from the program. Failure to give notice will result in continued fees.

Written notice must also be given prior to change in hours of attendance, i.e. change from AM and PM to AM only. Fees may continue until the change has been received by the Assistant Director.

5. Payments are **not** accepted at the Kids Quest sites. Payments will be accepted through the mail and at the YWCA. Check, cash, money order or credit cards are accepted. Please write your child's name and school on each check. Make checks payable to the YWCA. Automatic withdrawal may be arranged through the finance department.

Children are accepted in the YWCA programs without regard to race, color, religion, economic background, or national origin. Kids Quest is a licensed school aged care program by the Kansas Department of Health and Environment and the Child and Adult Care Food Program. Parents and guardians can visit the site at any time and are welcome to join the activities.

Contact Ali Busch for more information at 233-1750 x 357.

Please indicate start date: _____

Kids Quest Program Application 2009-2010

Application **must** be complete and approved **before** your child can attend.

(Circle Site) Bishop McCarter McClure McEachron Meadows Williams Whitson

(Circle One) Before 7:00-8:00 a.m. daily After 3:30-5:30 p.m. daily Both
Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

CHILD'S NAME _____

GRADE _____ SEX _____ AGE _____ BIRTHDATE _____

PARENT/GUARDIAN NAME _____ HOME PHONE _____

CELL PHONE _____ E-MAIL ADDRESS _____

HOME ADDRESS _____ ZIP _____

PLACE OF EMPLOYMENT _____ OCCUPATION _____
BUSINESS ADDRESS _____ BUSINESS PHONE _____ EXT. _____

PARENT/GUARDIAN NAME _____ HOME PHONE _____

CELL PHONE _____ E-MAIL ADDRESS _____

HOME ADDRESS _____ ZIP _____

PLACE OF EMPLOYMENT _____ OCCUPATION _____

BUSINESS ADDRESS _____ BUSINESS PHONE _____ EXT. _____

CHILD LIVES WITH: BOTH PARENTS ____ MOTHER ____ FATHER ____ OTHER ____ ? ____

IF RECEIVING SRS ASSISTANCE PLEASE PROVIDE THE FOLLOWING:

CASE WORKER'S NAME _____ TELEPHONE _____ EXT. _____

EMERGENCY CONTACTS/AUTHORIZED PICK UP PEOPLE: PLEASE LIST AT LEAST 2 PEOPLE, IN ORDER OF PREFERENCE, OTHER THAN PARENTS, WHO LIVE IN THE TOPEKA AREA. Please assure a complete mailing address is provided. Use additional sheet if necessary

NAME _____ HOME # _____ WORK # _____

ADDRESS _____ CELL# _____

NAME _____ HOME # _____ WORK # _____

ADDRESS _____ CELL# _____

CHILDREN ARE ACCEPTED IN YWCA PROGRAMS WITHOUT REGARD TO RACE, COLOR, RELIGION, ECONOMIC BACKGROUND OR NATIONAL ORIGIN.

YWCA: 225 SW 12TH Street , Topeka KS 66612 785/233-1750
Member Agency United Way of Greater Topeka

YWCA CHILDCARE PROGRAMS ARE RECREATIONAL AND EDUCATIONAL IN NATURE AND ARE LICENSED BY THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT.

FINANCIAL AGREEMENT: TERMS AND CONDITIONS

for YWCA Kids Quest Program

Registration Fee: \$35.00 *Non Refundable* (must accompany the completed application)

Weekly Rates: Before school program: \$30/wk or \$120/month After school program: \$40/wk or \$160/month

Before and After school program: \$65/wk or \$260/month

Daily Drop-in Rate: **AM:** \$7.00 **PM:** \$9.00 (based on space availability)

Late Pick Up Charge: \$1 per minute per child past 5:30p.m.

Late Payment Charge: \$10 monthly if account is over 14 days past due

Multi-child discount: A discount of 15% (rounded to the nearest dollar) will be applied to the weekly rates for the third child enrolled in Kids Quest and each child thereafter.

School Day Out Rate: \$25 per day

Agreement: I desire to enroll my child, _____,

in the Kids Quest Program at: Bishop McCarter McClure McEachron
Meadows Williams Whitson

Before School_____ After School_____ Both_____

Please indicate anticipated days and time child will attend

Mon _____ Tue _____ Wed _____ Thurs _____ Fri _____ Varies _____

AM Arrival Time:_____ PM Pick up Time:_____

Notice: All children’s records are kept confidential and will not be shared with anyone except parent or guardian.

If you receive SRS assistance and have questions, you may contact Ali Busch at 233.1750 x357.

Termination: A written two-week notice is required for termination. Tuition will be charged two weeks after written notice of termination is received. This notice must be given to YWCA, 225 SW 12th Street, Topeka, KS 66612, attn: Ali Busch, Assistant Director.

Tuition agreement: I agree to pay the tuition for the times stated above. I understand tuition is due at the beginning of each month. I understand if I fail to pay my tuition and my account balance is over 14 days past due, a \$10 late fee will be charged to my account. My child (ren) may be suspended from care, for account balance over 21 days past due, until payment is received and tuition will continue to accrue during this time. I agree to pay any late fees should I fail to make the payment on time and for any late pick up fees. I understand that there will be no credits issued for absences due to illness or other causes. I assume personal and individual responsibility for all charges. I have read, understood and agree to these terms and conditions.

Signature of Responsible Party

Date

YWCA Kids Quest Information Sheet

- What Activities interest your child most?

 - Are there any limitations, conditions, or special information that the Kids Quest staff should be aware of concerning your child?

 - Please indicate how you heard about the YWCA Kids Quest Program:
-

Statistical Information

The United Way and other organizations that provide operating funds for this program require that certain statistics be kept. These statistics help us justify the need for this program to those who would support it. This information will be kept confidential. Please complete the section below by circling your answer.

- Age Profile: 5-7 years
 8-10 years
 11-12 years

- Gender Profile: Female Male

- Racial Profile: Black/African American Hispanic/Latino American Indian
 White Asian Alaskan Native

- Income Profile: At Poverty Level Below Poverty Level All Others

*Poverty Level is defined as: \$13,690 for a family of 2; \$17,170 for a family of 3; \$20,650 for a family of 4.

I GIVE MY PERMISSION FOR MY CHILD TO: (CHECK & SIGN BELOW)

_____ HAVE PICTURES TAKEN FOR PROMOTION OF YWCA PROGRAMMING

_____ USE MY CHILD'S ARTWORK FOR PROMOTION OF YWCA PROGRAMMING

SIGNATURE OF PARENT OR GUARDIAN

DATE

YWCA Kids Quest Calendar 2009 – 2010 School Year

August 12, 2009	First Day of School	Kids Quest Starts
September 7, 2009	Labor Day	5 days charged
September 21, 2009	Staff Development (School Day Out)	4 days charged
October 12, 2009	Staff Development (School Day Out)	4 days charged
October 29-30, 2009	Parent-Teacher Conferences (School Day Out)	3 days charged
November 9, 2009	Staff Development (School Day Out)	4 days charged
November 25-27, 2009	Thanksgiving Break (School Day Out)	3 days charged
December 21 - 23, 2009	Winter Break (School Day Out)	
December 24-25	Winter Break (No Kids Quest)	
December 29- 30, 2009	Winter Break (School Day Out)	
December 31-1, 2009	Winter Break (No Kids Quest)	
January 4, 2010	Staff Development (School Day Out)	4 days charged
January 18, 2010	Martin Luther King Holiday (No Kids Quest)	5 days charged
February 4-5, 2010	Parent-Teacher Conferences (School Day Out)	3 days charged
February 15, 2010	Presidents Day (No School Day Out)	3 days charged
February 16, 2010	Staff Development Day (School Day Out)	
March 8, 2010	Staff Development (School Day Out)	4 days charged
March 15 – 19, 2010	Spring Break (School Day Out)	No fee this week
April 19, 2010	Staff Development (School Day Out)	4 days charged
May 18, 2010	Last Day of School	2 days charged

KQ Rates			
# Days	AM	PM	Both
1	6.00	8.00	13.00
2	12.00	16.00	26.00
3	18.00	24.00	39.00
4	24.00	32.00	52.00
5	30.00	40.00	65.00
Drop In	7.00	9.00	

Month	# School Days Out
September	1
October	3
November	2
December	4
January, 2009	1
February	3
March	6
April	1

Calendar subject to change.