



2017-2018

**Kids
Club**

Providing High Quality,
School-based Child Care



PENN·HARRIS·MADISON

SCHOOL CORPORATION





How do I register?

Registrations are accepted at any time. Contact the Site Coordinator at the school your child attends during Kids Club hours. The Site Coordinator will give you and your child a tour and explain the program. You will receive a packet of materials including emergency information forms and a Parent Handbook. All forms must be completed and returned, along with a non-refundable registration fee of \$25 per child 48 hours before your child may attend Kids Club. Payment for the first week of care is due on the day that your child begins the program.

Families who register their students by June 7 for the coming school year will pay a discounted registration fee of \$10 per child.

Registrations may be submitted in person to any Site Coordinator, or at the Educational Services Center located at 55900 Bittersweet Road, Mishawaka, IN 46545. Registrations may also be mailed to Kids Club at 56219 Curren Road, Mishawaka, IN 46545. Registration forms and the Parent Handbook are available on the P-H-M website: www.phmschools.org

Questions

If you have questions about Kids Club, please call Kailey Campanaro at (574) 258-9514 or Ashley Stoffl at (574) 258-9587.





Where is the program offered?

P-H-M Kids Club offers before- and after-school child care at ten locations: Bittersweet, Elm Road, Elsie Rogers, Horizon, Mary Frank, Meadow's Edge, Moran, Northpoint, Prairie Vista and Walt Disney Elementary Schools. Madison students in need of after-school care will be transported by school bus to our Elm Road location. Madison families electing to send their child to Elm Road for after school care will need to pick up their child by 6:00 p.m. at Elm Road.

What about food?

During the school year, Penn-Harris-Madison food service provides a light breakfast for all morning Kids Club participants and a snack is offered in the afternoon. The cost of meals is included in the fee.

When is Kids Club available?

Kids Club is open before and after school on every day that school is in session. Full day child care is available for an additional fee during fall, winter, spring and summer breaks. Separate registration forms for break days will be available at all Kids Club locations.

What hours does it operate?

Before school Kids Club opens at 6:30 a.m. and runs until class begins. After school Kids Club begins immediately following dismissal and runs until 6 p.m.

When is the program closed?

When school is closed or dismissed due to bad weather or a building emergency, Kids Club is closed. With the exception of fall, winter, spring, and summer breaks, when school is closed, Kids Club is closed. Parents must have an emergency care plan in place in the event of an unanticipated closure of Kids Club.

How is the program supervised?

A Site Coordinator is responsible for the day-to-day operation of each site and child care assistants work directly with the children. The goal is to have approximately one adult for every 15 children. Staff members are certified in CPR and first aid and they are energetic, creative people who love working with children.



What does it cost?

In addition to the annual, non-refundable registration fee of \$25 per child, the following fee schedule is in effect for the 2017–2018 school year when school is in session.

Bittersweet, Elm Road, Horizon, Madison, Mary Frank, Meadow's Edge, North-point, Prairie Vista and Walt Disney:

Morning and Afternoon

| | |
|-------------------------|------|
| 5 days per week | \$50 |
| 4 days per week | \$41 |
| 3 days or less per week | \$31 |

Morning Only

| | |
|--------------------------|------|
| 5 days per week | \$19 |
| 4 days per week | \$16 |
| 3 or fewer days per week | \$12 |

Afternoon Only

| | |
|--------------------------|------|
| 5 days per week | \$46 |
| 4 days per week | \$37 |
| 3 or fewer days per week | \$29 |

Elsie Rogers and Moran Elementary Schools:

Morning and Afternoon

| | |
|-------------------------|------|
| 5 days per week | \$50 |
| 4 days per week | \$41 |
| 3 days or less per week | \$31 |

Morning Only

| | |
|--------------------------|------|
| 5 days per week | \$31 |
| 4 days per week | \$26 |
| 3 or fewer days per week | \$20 |

Afternoon Only

| | |
|--------------------------|------|
| 5 days per week | \$34 |
| 4 days per week | \$28 |
| 3 or fewer days per week | \$21 |

Kids Club

Kids Club offers limited financial assistance to families who qualify for the free or reduced school lunch program. For more information, please speak with the Site Coordinator at your child's school. Each family is responsible for the non-refundable \$25 registration fee per child.

Kids Club fees are due every week in advance. A ten percent discount is available to parents paying in advance twice per school year. Registration information and all fees are due 48 hours before your child may attend.



Registration Form 2017–2018

This completed form must be on file with Kids Club before your child may attend.

Child's last name _____

First name _____

Grade in 2017–2018 _____

Child has special needs? ☐ Yes ☐ No

Please describe _____

School child will be attending _____

Did you qualify for free or reduced lunch in the 2016–2017 school year?

☐ Yes ☐ No

If not attending Kids Club five days per week, will your child be a car or bus rider?

☐ Car ☐ Bus

Parent or guardian's last name _____

First name _____

Home address _____

City _____ State _____ Zip _____

Home telephone _____

Work telephone _____

Cell phone _____

E-mail address _____

Child will start attending Kids Club on: _____

Circle school days attending: Morning and Afternoon: M T W TH F

Morning only: M T W TH F Afternoon only: M T W TH F

Schedule changes must be communicated through your Site Coordinator 24 hours in advance.

☐ Cash \$ _____

☐ Check \$ _____ (payable to P-H-M Kids Club) Check # _____

☐ Online payment using RevTrak at www.phmschools.org (There is a 3% fee.)

☐ Receipt Number _____

A \$25 non-refundable registration fee applies to each child being registered. Families who register their students by June 7 for the coming school year will pay a discounted registration fee of \$10 per child.

Kids Club

Penn-Harris-Madison School Corporation

56219 Currant Road, Mishawaka, IN 46545 ♦ www.phmschools.org

Kailey Campanaro: (574) 258-9514 ♦ Ashley Stoffl: (574) 258-9587





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