



*Jesus Loves
the
little children,
All the
children
of the world!*

2019-20
Epiphany Big Kid's Club

After School Programs for
children attending

Discovery Key Elementary
School

August 12, 2019 – May 29, 2020
Hours – 2:00-6pm
Monday - Friday

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Dear Parents:

Welcome to Epiphany!!!

Thank you for considering our afterschool program! We are a small Christian environment that offers designated times for homework, snacks, games, playground time; sports, arts & crafts, music, chapel days and more! Our Aftercare Teacher, Ms. Paula is very loving, caring and talented.

The children are picked up from Discovery Key and brought to Epiphany each afternoon. We offer "Camp Days" for those "non-public school days and holidays." Separate sign up forms will be distributed to sign up for camp days.

Should you have any questions regarding our Aftercare Program and or our camp programs—Summer Camp, Winter Camp, Spring Break Camp, please do not hesitate to stop by or call the school office.

We look forward to a fun and exciting school year with your children.

For more information-contact
Epiphany Lutheran Church & School
4460 Lyons Rd., Lake Worth, FL 33467
561-968-3627

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Epiphany Lutheran Church

2019-20 Kids Club/Aftercare/Camp Guidelines

KIDS CLUB GUIDELINES FOR ALL STUDENTS

- All Kids Club/Aftercare/Camp children will adhere to school bus rules while being transported from elementary school to Epiphany or any camp field trips.
- All Kids Club children will behave appropriately and in a Christian manner when attending aftercare at Epiphany.
- All Kids Club children will respect Epiphany property and the personal property of others.
- All Kids Club children will respect the staff persons supervising.
- All Kids Club children will follow the rules set by the staff persons supervising.
- Afternoon snack/drink is provided for all Kids Club children. Children may also have their own lunchbox snack during the scheduled snack time. All children will clean up after themselves when they finish their snack.
- All Kids Club children will clean up after themselves after all activities and help keep the Kids Club facility tidy.
- All Kids Club children will do homework, read, or work on enrichment work during the daily homework time.

KIDS CLUB/AFTERCARE/CAMP GUIDELINES FOR PARENTS

- Absences: ***All parents MUST notify Epiphany by 10:00 am on any days their children will not be attending aftercare at Epiphany and will NOT need pickup at elementary school.***
- NO PUBLIC-SCHOOL Days: All parents must notify Epiphany (1) one week prior if their children will be attending "Big Kids Camp" on days the public school have a scheduled closing. All parents must check in and check out their children using the forms provided. Parents will provide adequate lunch, snacks, and beverages on Epiphany camp days.
- All parents will remit Kids Club fees on time and will remit all late fees when late fees apply.

FEE GUIDELINES FOR PARENTS

- Monthly Kids Club fee for aftercare is always due by the 1st of each month. If the 1st of the month falls on a Saturday or Sunday or closed holiday, then the monthly fee is due prior to the 1st of the month. Please make sure your payments are on time to avoid automatic assessment of late payment fees. Parents may submit pre-dated payment checks to avoid the late payment fee.
- Late fee of \$15.00 will automatically apply when after-care fees are not received by the designated date. Late fees should be automatically included with your regular monthly fees when submitted late.
- Consistent late payments and late fees may result in the permanent dismissal of your child from our Kids Club/Aftercare/Camp programs.
- There will be no credit granted for absentee days.
- Fees may be paid by cash or by check. Pre-dated checks may be submitted to avoid late payment fees.
- Please deposit all payments into the "Mail Box" located in the school lobby under the time clock.

Epiphany Lutheran Church
2019-20 Aftercare Child/Parent Agreement

AFTERCARE STUDENT AGREEMENT

I, _____ am a responsible, Christian child, a child of God.

I agree to

- follow the rules at Epiphany Aftercare or anytime at Epiphany Kids Club
- to listen and be respectful to the adults who are in charge
- behave in a responsible, appropriate, Christian manner
- be kind and respectful to the other children who will be in my aftercare group
- use only kind words and actions

I understand if I behave inappropriately, and I do not make better choices, my parent(s) will be contacted, and I will be removed from Aftercare.

Date _____

Child's Signature _____

PARENT AGREEMENT

I/We have read and discussed the above Aftercare Agreement with my/our child, _____ . I/We do hereby authorize Epiphany Lutheran Church and School administration and the Aftercare supervisor(s) to determine appropriate discipline measures. If my/our child does not respond positively to any correction, I/we understand I/we will be telephoned so that the next step of discipline may be determined. It is further agreed that, should there not be a clearly perceived change in response in these disciplines, I will be called to have my child picked up.

Date _____

Parent(s) Signature _____

Epiphany Lutheran Church

2019-20 Kids Club Fees

Aftercare Registration

- \$50.00/per child
- Non-refundable/Non-transferable

Monthly Aftercare Rates

- Annual Aftercare Rate is \$2,136.00. This amount is being spread out over 10 months for a total of \$214 per month beginning August 2019 and ending May 2020
- Sibling discount: 10% discount
- Monthly fee covers aftercare on all public-school days only
- Monday thru Friday from 2:00pm-6:00pm
- Monthly fee is due by the first of each month
- Late payment fee of \$15 will be assessed when fees are not received on time

Additional Fees & Refunds

- Late pick up fees will be assessed when child is not picked up by 6:00pm
- No credit or refund will be granted for absentee days.

Full Camp Days ('No Public-School days)

- Daily rate of \$75.00/per day for all Kids Club Aftercare Students
- Daily fee is non-refundable and non-transferable
- Daily fee for camp days are due (1) week prior or regular rate is assessed (*Parents must plan & commit ahead of time*)
- Full day attendance on 'No Public School' days
- Hours 7:00am—6:00pm
- Daily charge includes (1) morning snack
- Parent must pack/purchase lunch & afternoon snack
- Late pick up fees apply after 6:00pm

Weekly Rates for Christmas Camp & Spring Break Camp

- \$200/5 days
- \$165/3 days
- \$145/2 days
- \$75 daily
- Sibling discount: 10% discount

Epiphany Lutheran Church

2019-20 Kids Club Aftercare Monthly Schedule

August 2019 – 15 school days

- Payment due on or before August 12
- Kids Club/Aftercare begins on Monday, August 12

September 2019 – 19 school days

- Payment due on or before September 1
- Monday, September 2: **EPIPHANY CLOSED - LABOR DAY**
- No Public School; September 30 – Camp (*separate camp sign-up will be sent home*)

October 2019 – 21 school days

- Payment due on or before October 1
- No Public School; October 9 & 18th -Camp (*separate camp sign-up will be sent home*)

November 2019 – 15 school days

- Payment due on or before November 1
- No Public School; Nov. 8; Nov. 25–27; Camp available (*separate camp sign-up will be sent home*)
- Thursday & Friday, November 28 & 29; **EPIPHANY CLOSED - THANKSGIVING**

December 2019 – 15 school days

- Payment due on or before December 1
- No Public School; Dec. 23–Dec. 31; (*separate camp sign-up will be sent home*)
- Tuesday & Wednesday, December 24 & 25; **EPIPHANY CLOSED - CHRISTMAS EVE & CHRISTMAS DAY**

January 2020 – 18 school days

- Payment due on or before December 31
- No Public School; January 1; **EPIPHANY CLOSED - NEW YEARS DAY**
- No Public School; January 2–6; Camp (*separate camp sign-up will be sent home*)
- No Public School; January 20; Camp (*separate camp sign-up will be sent home*)

February 2020 – 18 school days

- Payment due on or before February 1
- February 17; **EPIPHANY CLOSED - PRESIDENTS DAY**
- No Public School; February 28; (*separate camp sign-up will be sent home*)

March 2020 – 16 school days

- Payment due on or before March 1
- No Public School; March 23–30; Camp (*separate camp sign-up will be sent home*)

April 2020 – 21 school days

- Payment due on or before April 1
- No public School; April 10; **EPIPHANY CLOSED- GOOD FRIDAY**

May 2020 – 20 school days

- Payment due on or before May 1
- No Public School; May 25; **EPIPHANY CLOSED - MEMORIAL DAY**
- **Friday, May 29: Last Day of Kids Club Aftercare!**

CHILD IDENTIFICATION AND EMERGENCY INFORMATION

2019-20 Epiphany Kids Club

To be completed by Parent or Guardian

Child's Name LAST	MIDDLE	FIRST	SEX	
Address Street Address	City/State/Zip		BIRTHDATE	
Father's Name LAST	MIDDLE	FIRST	Father's Cell Phone ()	
Father's Address Street Address	City/State/Zip		Father's Business Telephone ()	
Mother's Name LAST	MIDDLE	FIRST	Mother's Cell Phone ()	
Mother's Address Street Address	City/State/Zip		Mother's Business Telephone ()	
			Additional Phone/Cell #s ()	
Persons permitted to remove child:			Mother	Yes___No___
			Father	Yes___No___
			<u>Legal Custody</u> Yes___No___	
			Yes___No___	
FAMILY PHYSICIAN/PEDIATRICIAN TO BE CALLED IN EMERGENCY				
Physician's Name	Address	Medical Plan & Number		TELEPHONE ()
IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?				
<input type="checkbox"/> Call Emergency Hospital <input type="checkbox"/> Other Explain:				
CHILD'S ALLERGIES OR HEALTH CONCERNS:				
NAMES OF PERSONS AUTHORIZED TO PICK UP CHILD FROM THE FACILITY AND PERSONS TO BE CALLED IN EMERGENCY WHEN PARENT(S) CAN NOT BE REACHED <i>Child will NOT be allowed to leave with any other person without written authorization from parent or guardian. All authorized persons must present picture ID.</i>				
NAME		TELEPHONE		RELATIONSHIP
1.				
2.				
3.				
Parent's Email Address:			Grade Level 2019-20:	
<u>Statement of Acknowledgement</u>				
This statement is to verify that on _____, as parent or legal guardian to my child, _____, I have read aftercare rules and guidelines. I acknowledge ALL information and will adhere to the policies and procedures as stated in the guidelines.				
Parent Signature _____				
TO BE COMPLETED BY SCHOOL DIRECTOR/ADMINISTRATOR:				
Administration Notes:				

Epiphany Lutheran Church
2019-20 Kids Club Fee Remittance Agreement

*Fee Remittance Agreement
 Kids Club/Aftercare*

FOR OFFICE USE ONLY:
 REGISTRATION FEE PAID: CHECK # _____
 CASH \$ _____

FAMILY NAME:	
ENROLLED STUDENT(S) NAME	ENROLLED STUDENT(S) DATE OF BIRTH & AGE

We agree to the following:

We agree to pay the following tuition fees when due: *Monthly Aftercare Tuition: \$214 beginning August 2019 and ending May 2020.* **Initial** _____

A student is enrolled with the understanding that he/she will remain for the full year or at the discretion of the school. There will be no remission of charges for absences.
Initial _____

The following non-refundable Registration must accompany registration form. Registration Fee \$50.00 **Initial** _____

In signing the Aftercare Fee Remittance form, the undersigned parents/guardians agree to pay all fees when due. When MONTHLY aftercare fees are not received by the designated due date, 6:00pm, late fees will automatically be assessed. **Initial** _____

A student whose account is in arrears will not be allowed to attend KIDS CLUB until suitable arrangements have been made with the school administration. Without a plan of action to clear the account balance, families having delinquent accounts would be required to withdraw their child/children effective immediately. **Initial** _____

Parents/guardians assume the responsibility to pay the cost of repairing/replacing school property maliciously damaged by the student. **Initial** _____

Date: _____

Signature: _____
 1st Parent/Guardian

Date: _____

Signature: _____
 2nd Parent/Guardian

Epiphany Lutheran Church
2019-20 Kids Club/Aftercare Parental Release Form

To be filled out and signed by child's parents or legal guardians(s).

Child's name _____

Address _____

Telephone _____ Date of Birth _____

Parent/Legal Guardian _____

Address _____

Telephone _____

.....

Please initial each item below

1) AUTHORIZATION OF CHURCH & SCHOOL

A. Medical matters

I/We hereby authorize Epiphany Lutheran Church to retain such medical care and treatment necessary in the event of an accident.

_____ **Parent initial**

B. Travel

I/We and give permission for my child to be released from elementary school and picked up by an Epiphany staff member; I/We understand that the Epiphany staff member will be transporting my child via Epiphany's privately-owned school bus.

_____ **Parent initial**

C. Disciplinary Matters

I/We do hereby authorize school administration and aftercare supervisor(s) to determine appropriate discipline measures. If my child does not respond positively to any correction, I/We authorize Epiphany to telephone us so that the next step of discipline may be determined. It is further agreed that, should there not be a clearly perceived change in response to these disciplines, I will be called to have my child picked up.

_____ **Parent initial**

2) PARENTS ASSUMPTION OF RISK

A. Agreement Not to Sue

I/We will never institute or assist in any action against Epiphany Lutheran Church or members of the staff and administration on account of any events or consequences of my child's involvement in activities in the aftercare program.

_____ **Parent initial**

B. **Insurance Coverage**

I/We hereby confirm that we have checked with our insurance company the coverage of my child in case of accident, sickness, loss or damage of church property. I/We know the Epiphany staff member supervising will not take financial responsibility for sickness, accident, loss or damage of property or any unforeseen events.

_____ **Parent initial**

Medical Insurance Carrier/Phone

Medical Insurance Policy Number

I/We have read this agreement and understand all its terms to my/our complete satisfaction and have executed this document freely and with full knowledge of its legal significance.

Date _____

(1) _____

(2) _____

Signature of either parents or legal guardians

Discounted rate schedule for families with 2 or more Kids Club children:

Month	1 st child	2 nd child (-10%)	TOTAL 2 children	3 rd child (-10%)	Total/ 3 children
August	\$180	\$162.00	\$342.00	\$162.00	\$436.80
September	\$228	\$183.60	\$387.60	\$183.60	\$592.80
October	\$252	\$237.60	\$501.60	\$237	\$655.20
November	\$180	\$172.80	\$364.80	\$134.40	\$499.20
December	\$180	\$162.00	\$342.00	\$126.00	\$468.00
January	\$216	\$183.60	\$387.60	\$134.40	\$499.20
February	\$216	\$183.60	387.60	134.40	499.20
March	\$192	\$162.00	\$342.00	\$126.00	\$468.00
April	\$252	\$226.80	\$478.80	\$176.40	\$655.20
May	\$240	\$237.60	\$501.60	\$193.20	\$717.60

1st Child \$2,136 / 10 months = \$214 mo.

2nd Child \$1,922.40 / 10 months = \$193 mo.

Actual numbers were rounded to achieve an even dollar amount.