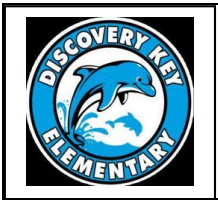




*Jesus Loves the  
little children,  
All the children  
of the world!*

## *Epiphany Big Kid's Club*

*After School Bus Transportation To  
Epiphany Kids Club - Daily pick up from  
Discovery Key Elementary  
& Panther Run Elementary Schools*



*Homework & enrichment study—snacks—games—playground  
& sports—arts & crafts—movies—music class—art class—  
bible club—and more!*

Epiphany Kids Club meets each afternoon. Our Christian environment is staffed with loving and caring counselors.

Kids Club is open on early release, 'no school' days & holidays. Ask about our camp programs—Summer Camp, Christmas Camp, Spring Break Camp.

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

# **Epiphany Lutheran Church**

## 2015-16 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.**
- Early Release Days: **All parents must notify Epiphany prior to an early release day if their child will NOT be attending aftercare on the early release day;** all parents must make sure their children have adequate lunch, snacks and beverages on early release days and full camp days.
- 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 1<sup>st</sup> of each month. If the 1<sup>st</sup> of the month falls on a Saturday or Sunday or closed holiday, then the monthly fee is due prior to the 1<sup>st</sup> 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**  
*2015-16 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. In the event that 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

## *2015-16 Kids Club Fees*

### Aftercare Registration

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

### Monthly Aftercare Rates

- Monthly rate is based on the number of aftercare days per month
- Sibling discount: 10% discount on 2<sup>nd</sup> child; 40% discount on 3<sup>rd</sup> child
- Monthly fee covers aftercare on all public school days
- Monday-thru-Friday from 2:00pm-6:00pm
- No additional fee on early release days
- 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)

- Discounted rate of \$45.00/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

- \$185/5 days
- \$150/3 days
- \$130/2 days
- \$45.00 daily
- Sibling discount: 10% discount on 2<sup>nd</sup> child; 40% discount on 3<sup>rd</sup> child

# **Epiphany Lutheran Church**

## *2015-16 Kids Club Aftercare Rates*

### **August 2015**

- \$132/August fee due on or before August 17
- Kids Club/Aftercare begins on Monday, August 17

### **September 2015**

- \$228/due on or before September 1
- Monday, September 7 - EPIPHANY CLOSED-LABOR DAY
- Monday, September 14 – No Public School; Camp Day - \$45
- Thursday, September 17 - Early Release; please bring additional snack or lunch
- Wednesday, September 23 - No Public School; Camp Day - \$45

### **October 2015**

- \$252/due on or before October 1
- Thursday, October 8: Early Release; please bring additional snack or lunch
- Tuesday, October 20: Early Release; please bring additional snack or lunch
- Friday, October 23: No Public School; Camp Day for \$45.00

### **November 2015**

- \$192/due on or before November 1
- Wednesday, November 11: No Public School Day; Camp Day for \$45.00
- Monday, November 16: No Public School Day; Camp Day for \$45.00
- Wednesday, November 25: No Public School Day; Camp Day for \$45.00
- Thursday & Friday, November 26 & 27 – EPIPHANY CLOSED

### **December 2015**

- \$168/due on or before December 1
- Christmas Camp December 21 – December 31

### **January 2016**

- \$216/due on or before December 31
- Friday, January 1 - EPIPHANY CLOSED
- January 4: No Public School Day; Camp Day for \$45.00
- Monday, January 18: No Public School Day; Camp Day for \$45.00

### **February 2016**

- \$240/due on or before February 1
- Thursday, February 4: Early Release; please bring additional snack or lunch
- Monday, February 15: EPIPHANY CLOSED for PRESIDENTS DAY
- Tuesday, February 23: Early Release; please bring additional snack or lunch

## 2015-16 Kids Club Aftercare Rates (cont'd)

### March 2016

- \$216/due on or before March 1
- Friday, March 18: No Public School Day; Camp Day for \$45
- Spring Break Camp: March 21 – March 24 – Camp Available (\$185)
- March 25: EPIPHANY CLOSED – GOOD FRIDAY

### April 2016

- \$252/due on or before April 1

### May/June 2016

- \$276/due on or before May 1
- Monday, May 30: EPIPHANY CLOSED- MEMORIAL DAY
- Thursday, June 2: Last Day of Kids Club Aftercare!

# **Epiphany Lutheran Church**

## ***2015-16 Kids Club Tuition Guidelines For Families with Multiple Aftercare Children***

### ***Children are a special gift from God.***

Therefore, at Epiphany, families who enroll more than (1) child in either Preschool or Kids Club childcare programs are entitled to special discounts and blessings!

- ❖ 10% sibling discount on 2<sup>nd</sup> child
- ❖ 40% sibling discount on 3<sup>rd</sup> child
- ❖ Payments are due on the 1<sup>st</sup> of each month

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

<b>Month</b>	<b>1<sup>st</sup> child</b>	<b>2<sup>nd</sup> child (-10%)</b>	<b>TOTAL 2 children</b>	<b>3<sup>rd</sup> child (-40%)</b>	<b>Total/ 3 children</b>
August	\$132	\$118.80	\$250.80	\$79.20	\$330.00
September	\$228	\$205.20	\$433.20	\$136.80	\$570.00
October	\$252	\$226.80	\$478.80	\$151.20	\$630.00
November	\$192	\$172.80	\$364.80	\$115.20	\$480.00
December	\$168	\$151.20	\$319.20	\$100.80	\$420.00
January	\$216	\$194.40	\$410.40	\$129.60	\$540.00
February	\$240	\$216.00	\$456.00	\$144.00	\$600.00
March	\$216	\$194.40	\$410.40	\$129.60	\$540.00
April	\$252	\$226.80	\$478.80	\$151.20	\$630.00
May/June	\$276	\$248.40	\$524.40	\$165.60	\$690.00

# CHILD IDENTIFICATION AND EMERGENCY INFORMATION

*2015-16 Epiphany Kids Club*

**To be completed by Parent or Guardian**

Child's Name LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )
Address Street Address			City/State/Zip	
BIRTHDATE				
Father's Name LAST	MIDDLE	FIRST	Father's Home Telephone ( )	
Father's Address Street Address			City/State/Zip	
Father's Business Telephone ( )				
Mother's Name LAST	MIDDLE	FIRST	Mother's Home Telephone ( )	
Mother's Address Street Address			City/State/Zip	
Mother's Business Telephone ( )				
Mom's Cell Phone ( )	Dad's Cell Phone ( )		Additional Phone/Cell #s ( )	
Persons permitted to remove child:			Legal Custody	
Mother Yes___No___			Yes___No___	
Father Yes___No___			Yes___No___	
<b>FAMILY PHYSICIAN/PEDIATRICIAN TO BE CALLED IN EMERGENCY</b>				
Physician's Name	Address		Medical Plan & Number	TELEPHONE ( )
<b>IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?</b>				
<input type="checkbox"/> Call Emergency Hospital <input type="checkbox"/> Other Explain:				
<b>CHILD'S ALLERGIES OR HEALTH CONCERNS:</b>				
<b>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</b> <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>				
<b>NAME</b>		<b>TELEPHONE</b>	<b>RELATIONSHIP</b>	
1.				
2.				
3.				
PRIMARY HOURS OF CARE: Approximate time child will be picked up: _____pm			REGULAR DAYS MY CHILD WILL BE IN AFTERCARE: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri	
<b>SIGNATURE OF PARENT OR GUARDIAN</b>		<b>Date</b>	<b>My child's Elementary School:</b>	<b>Grade Level 2015-16</b>
<b><u>Statement of Acknowledgement</u></b>				
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 _____				
<b>TO BE COMPLETED BY SCHOOL DIRECTOR/ADMINISTRATOR:</b>				
Administration Notes:				



**Epiphany Lutheran Church**  
*2015-16 Kids Club Fee Remittance Agreement*

**2015-16**  
*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:

- ❖ 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: \_\_\_\_\_  
 1<sup>st</sup> Parent/Guardian

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 2<sup>nd</sup> Parent/Guardian

**Epiphany Lutheran Church**  
*2015-16 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. In the event that 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 are aware of the fact that 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***