

# Kidstop Policy Agreement

One form per family

1. A weekly schedule must be submitted, along with fees, by the Wednesday of the week prior to the scheduled week of Kidstop. If your child is not pre-scheduled, there will be a Drop-In Fee of \$5.00 per child, per day.
2. Children picked up after 6:30pm will be charged a late fee of \$1.00 per minute per child.
3. The Boys & Girls Clubs of Greater NWI runs background checks on all of our staff for the safety of our members. We do not permit parents or legal guardians to visit or help at Kidstop unless they have applied and been approved as a volunteer.
4. To ensure your child's favorite toys do not get lost or broken, please have them leave all toys and electronic devices at home.
5. Please have your child dressed appropriately. We utilize the outdoors as well as an air-conditioned building. Children who do not have gym shoes will not be allowed to participate in gym activities.
6. Breakfast and Lunch is provided to all Kidstop participants at no cost to you. Should the school stop providing the service for any reason, children who attend the all-day program will be required to bring a lunch.
7. Kidstop members receive a snack twice a day (around 8:30am and 3:00pm). If your child has allergies or requires a special snack, please inform staff and send it with your child every day.
8. A parent or authorized adult must sign the child (ren) in and out daily. Any person picking up a child must have a photo ID.
9. Any children attending a Kidstop field trip must have a Kidstop T-shirt and sturdy closed toe shoes. T-shirts can be purchased at the Kidstop site for \$5.00.
10. There may be an additional charge for field trips. Due to limited transportation, field trips are on a first come/first serve basis. Only children scheduled the Wednesday before the week they are going to attend are guaranteed a spot on the field trips. Otherwise, your child may be put on the waiting list.
11. There will be a \$20.00 fee for all returned checks, no refunds or credits for any reason if a child does not attend Kidstop as scheduled.
12. Please save all your receipts if you intend to claim childcare expenses when filing taxes. We are unable to issue year-end statements. Our Tax number is 35-1262439-Boys & Girls Clubs of Greater NWI
13. If your child is unable to attend Kidstop on any pre-scheduled day, please call the club to inform staff.

## **Kidstop Field Trip Permission**

I give the child (ren) on this Policy Agreement Form permission to be transported on short field trips within Porter, Lake, & La Porte Counties with their Kidstop caregivers as part of their planned program that includes transportation to and from playgrounds and/or trips to local venues. If your child has any special needs we need to know about please specify.

**Kidstop has my permission to allow my child (ren) to participate in the field trips when they are attending your Kidstop Program?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**I HAVE READ AND FULLY UNDERSTAND THE ABOVE POLICIES AND AGREE TO ABIDE BY THEM.**

Parent/Guardian Signature: \_\_\_\_\_

Please Print Parent/Guardian Name: \_\_\_\_\_

Child (ren) Attending Kidstop: \_\_\_\_\_

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

Parent/Guardian Initials: \_\_\_\_\_