

the little school at Kids Cottage

Quality Education, Inspiring Young Minds, Creating Excellence

AFTER SCHOOL CLUB 2019-2020

Do you need a safe, structured, fun environment for your school age child(ren) before and/or after school? The little school at Kids Cottage offers an After School Club for children ages 5-12 who are enrolled in an elementary or middle school program (K-8). The program will offer snack, homework help, enrichment activities, and indoor and outdoor free play. We know how important it is to offer safe and engaging opportunities between the last school bell and the end of the work day. The After School Club will provide your child/ren with a well-structured and supervised schedule to yield positive outcomes for students and their families.

Transportation will be provided by Capital School District for children attending Booker T. Washington Elementary, North Dover Elementary, Fairview Elementary and William Henry Middle School. In addition, Academy of Dover, Providence Creek, Campus Community, Holy Cross and St. Anne's Episcopal School will pick up and drop off at the little school at Kids Cottage. Car riders are also welcome.

The little school at Kids Cottage will be open before and after school Monday through Friday on school days for the 2019-2020 school year. The little school at Kids Cottage opens at 7:00am and closes at 6:00pm. A non-refundable \$50 registration fee per child is required to enroll in this program. Weekly or hourly rates are available based on children's schedule.

NOTE: Care is available on a limited basis on snow days, in-service days and other public/private school holidays. Please call to inquire about availability on these days.

For more information please contact Allison at 734-3040.

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After School Club

Registration Form

- All children using the little school at Kids Cottage as a bus stop must have a completed registration form and an updated health appraisal on file in the main office. You can return this form and your health appraisal to Allison at 105 Mont Blanc Blvd., Dover, DE 19904.
- Children must be between the ages of 5 and 12 and be enrolled in an elementary or middle school program to participate in the After School Club.
- A non-refundable \$50.00 registration fee per child is required to enroll.
- Families signed up for the After School Club weekly rate (\$90/week) will pay throughout the school year even if the child(ren) does not use the services. Full time rates apply to children who attend a full day school program.
- Families that do not wish to pay a weekly rate will be billed (\$8/hour for the first child and \$5/hour for each additional child in the same family) hourly.
- We will allow families to switch from the weekly rate to a hourly rate (\$8/hour for the first child and \$5/hour for each additional child in the same family) and vice-versa one time per year.
- After School Club rates begin for the 2019-2020 school year when your child begins his/her first week of school and will end the week your child completes his/her school year.
- The little school at Kids Cottage opens at 7:00am and closes at 6:00pm Monday - Friday.
- Late pick up fees are calculated at \$5 per minute.

NOTE: Care is available on a limited basis on snow days, in-service days and other public/private school holidays. Please call to inquire about availability on these days.

Child's Name: _____ Birthdate: _____ Age: _____
Gender: _____

Mother's Name: _____ Father's Name: _____

Address: _____ Zip: _____ Home Phone: _____

Cell Phone-Mother: _____ Cell Phone-Father: _____

Child's School: _____ Grade Entering: _____

Contact Name and # for School: _____

Bus Company, Phone Number and Bus #: _____

Bus Driver Name and Phone Number: _____

Father's Place of Employment: _____ Phone: _____

Mother's Place of Employment: _____ Phone: _____

E-Mail (Primary): _____

Emergency Phone Number (Name and Number): _____

Physician: _____ Phone: _____

Brothers/Sisters (Name/Ages): _____

Known Allergies or Medical Problems: _____

Comments: _____

Typical Weekly Schedule: _____

Please **INITIAL** how you would like to be billed:

_____ \$8 per hour

_____ Flat \$90 per week

Parent's Name (Please Print): _____

Parent's Signature: _____ Date: _____

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Concurrence Form

Please **INITIAL** that you have read and understand the following statements.

____ All After School Club registration forms must be accompanied by a \$50 registration fee and an automatic debit form. If you choose to have your balance deducted from a credit card a 3% merchant service fee will be added each time we run your card. There will be a charge of \$40.00 for any returned checks or ACH payments. Please complete the form below with your account information, signature and date.

____ A late fee of 3% of the total due will be charged to the account if payment is not paid on the due date per the concurrence form.

____ Past due accounts will be placed with a collection agency. Any account sent to collections will incur a 40% interest charge which will be added to your account at little school at Kids Cottage. In addition, you will be responsible for all collection costs which may include collection fees, attorney fees, and other fees charged by the collection agency. This may include but is not limited to a fee for partial payment made on the past due account.

Parent Signature/ Date _____

Please **INITIAL** your choice.

____ **(Plan A)** Monthly payments are taken on the 1st-5th of each month. If you choose this option your account balance will automatically be deducted from your bank account (ACH) each month. **By selecting this plan, an automatic ACH authorization must accompany your concurrence and registration forms with a blank voided check.**

____ **(Plan B)** Monthly payments are taken on the 1st-5th of each month. If you choose this option your account balance will be automatically deducted from your debit or credit card (i.e., Mastercard, Visa, Discover or American Express). **By selecting this plan, a 3% merchant service fee will be added each time we run your card. By choosing this option an automatic debit authorization must accompany your concurrence and registration forms.**

Please note, regardless of the plan you choose all miscellaneous charges including, but not limited to, movie nights, extended care, birthday parties, etc. will be deducted on the 1st-5th of each month. In addition, all final extended care and miscellaneous monthly charges will be deducted from your card or ACH on file on the Monday following the last day of school for the 2019-2020 school year.

Please see Allison or Lisa if you have any questions.

Automatic Account Authorization

105 Mont Blanc Blvd., Dover, DE 19904
302-734-3040
Fax: 302-734-5127
www.thelittleschool.us
SY 2019-2020

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All charges posted to your account on a monthly basis (i.e. after school club, drop-in, movie night, birthday parties, etc.) will be processed during the 1st five business days of each month and deducted from your ACH account or credit card.

ACH/ Checking Account

Child/ren Name: _____ Name on account: _____

Routing Number: _____ Account Number: _____

Signature : _____ Date: _____ Contact Number: _____

I UNDERSTAND THAT A \$40 SERVICE FEE WILL BE APPLIED TO MY LITTLE SCHOOL ACCOUNT FOR ANY RETURNED ACH PAYMENT. (PARENT SIGNATURE) _____

I UNDERSTAND THAT IF MY PAYMENT IS RETURNED AND AN ALTERNATIVE PAYMENT HAS NOT BEEN RECEIVED WITH IN 5 BUISNESS DAYS FROM THE DATE OF DECLINE I WILL BE CHARGED A 3% LATE FEE. (PARENT SIGNATURE) _____

PLEASE ATTACH A BLANK VOIDED CHECK!

Credit Card

Child/ren Name: _____ Name on card: _____

Type of Card (circle): Mastercard — — Visa — — Discover — — AMX

Card Number: _____ Exp. Date: _____

Signature: _____ Date: _____ Contact Number: _____

I UNDERSTAND THAT BY CHOOSING THIS OPTION I WILL BE CHARGED A 3% MERCHANT SERVICES FEE EACH TIME MY CARD IS RUN. (PARENT SIGNATURE) _____

I UNDERSTAND THAT IF MY CARD DECLINES AND AN ALTERNATIVE PAYMENT HAS NOT BEEN RECEIVED WITH IN 5 BUISNESS DAYS FROM THE DATE OF DECLINE I WILL BE CHARGED A 3% LATE FEE. (PARENT SIGNATURE) _____