



The Moreau Community Center

144 Main Street
South Glens Falls, NY 12803
Phone: 792-6007
Fax: 792-0837

www.moreaucommunitycenter.org



2016-2017 School Year

The fees for Kids Korner are as follows for the 2016-2017 school year.

\$25.00 Non-refundable Family Registration fee is required to enroll your child.

REGISTRATION FEES AND APPLICATIONS NEED TO BE RENEWED EVERY SCHOOL YEAR.

AM Program (start time 7:00AM)

If your child will be attending the program on a weekly basis the fee will be:

\$45.00 per week for the first child

\$25.00 per week for each additional child in the same family

If your child will be attending the program on an occasional basis the fee will be:

(1 day per week)

\$20.00 per day for the first child

\$17.00 per day for each additional child

PM Program (Pick-up by 6:00PM*)

If your child will be attending the program on a weekly basis the fee will be:

\$55.00 per week for the first child

\$30.00 per week for each additional child in the same family

If your child will be attending the program on an occasional basis the fee will be:

(1 day per week)

\$25.00 per day for the first child

\$17.00 per day for each additional child in one family

* If your child is not picked up by 6:00PM a late fee of \$25.00 will be charged.

* Students attending Oliver Winch Middle School are eligible to attend Kids Korner at Harrison Avenue elementary school. They will be bussed from OWMS.

Payment is due by the following Wednesday of the week attended. If you get behind by more than 2 weeks, your child will not be able to continue attending. Payment cannot be accepted at Kids Korner. Please pay at the Community Center via any of the following methods:

- ◆ **Check**
- ◆ **Credit Card**
- ◆ **Cash**
- ◆ **Paypal**

If you have any questions please feel free to contact Jennifer, Youth Program Director or Donna Nichols, Executive Director at 792-6007.



Important information for Kids Korner

- * Children need to be re-registered for the program every school year. There is a family registration fee of \$25.00 which is due before the child can start Kids Korner.
- Payment is due weekly or bi-weekly. Payments can be made by mail to Moreau Community Center 144 Main Street, South Glens Falls, NY 12803, online at www.moreaucommunitycenter.org, in person at the Moreau Community Center or dropped in the grey drop box in the main entrance to the Center. If you do not stay current with payments, your child will not be able to attend the program unless you contact us to make payment arrangements. **We reserve the right to assess a late fee of \$25.00 after 4 weeks of non-payment**
- The AM program begins at 7AM. Please do not drop your child off earlier than that as we cannot get into the building. The PM program runs until 6PM. If you do not pick up your child by 6PM you will be charged a late fee of \$25.00.
- When school is closed, the programs are also closed (i.e. holidays, superintendent days, school vacation days.) If the school cancels all afternoon activities the PM program will remain open. During half-day conference days, Kids Korner will be in session; there will be an additional cost for longer days to pay for staffing. Please note that you need to call the Community Center and sign up for the half day program.
- ALL Toys from home stay at home. This includes electronics (e-readers are allowed). We are not responsible for personal items that are stolen, lost, and/or broken.
- Hats are NOT allowed to be worn at Kids Korner. This is consistent with the school policy.

POLICIES

MOREAU COMMUNITY CENTER INC. KIDS KORNER BEFORE AND AFTER SCHOOL PROGRAMS

All payments for Kids Korner must be paid weekly to the Moreau Community Center. Payments can be made by mail to 144 Main Street South Glens Falls, NY 12803, on our website www.moreaucommunitycenter.org, dropped in our gray drop box at the Center or by phone with a credit card.

LATE FEE CHARGES

If your child is not picked up by 6:00PM a \$25.00 Late Fee will be charged to you.

RETURNED CHECK FEE/ PAYMENTS OF FEES FOR USE OF PROGRAMS

There will be a \$30.00 fee for any check returned from the bank because of insufficient funds, etc. You will be responsible to pick up your check at the Center immediately upon notification. Payments for the use of our Kids Korner Programs are **due at the end of each week used. If payment is not received within two weeks, the child/children may be suspended until payments are received in full. Please either mail your payment or drop it off at the Moreau Community Center. We are trying to minimize the handling of the money, so we would like to avoid giving money directly to the Directors on site. If you need to make alternate arrangements, please contact either Gloria Osier or Donna Nichols at 792-6007.**

BEFORE AND AFTER SCHOOL CLOSING ON BAD WEATHER DAYS

On days when school is **closed** because of bad weather conditions the Kids Korner Program will also be closed. Morning delays of school will cancel Kids Korner morning programs only. Early dismissal will close the Afternoon Programs. If schools are closed in the afternoon, that decision is made by Noon by the Superintendents office. **Please note if afterschool activities are closed Kids Korner will remain open.** Watch local news channels or listen to WBZA or WENU for local school closings.

PRE-SCHEDULED SCHOOL HALF-DAYS

Kids Korner will provide programs on scheduled conference days. If a child is already enrolled in the Kids Korner program, an additional fee will be charged to cover the extra staffing coverage from the time of school dismissal to the regularly scheduled. (usually 10:30 at Harrison Avenue and 11:30 at the other elementary schools). **PARENTS MUST CALL THE MOREAU COMMUNITY CENTER TO REGISTER STUDENTS FOR HALF DAY PROGRAMS. Please note there are no programs on superintendents days or holiday/vacation days.**

ALL INFORMATION CHANGES

Notification of any changes in who is authorized to pick-up your child, emergency contacts, address, e-mail or employment changes, must be recorded at the **MOREAU COMMUNITY CENTER** as soon as possible at 792-6007.

If you have any questions, please contact Jennifer Rich , Gloria Osier or Donna Nichols at 792-6007.

Today's Date: _____

APPROVED BY: _____

Child's Name _____ Sex _____ Date of Birth _____

Address _____ Phone# _____

(Street)

(City)

Age _____ Grade _____ Parents email _____

Please check those that apply:

SCHOOL:

BALLARD _____

HARRISON AVE. _____

MOREAU _____

TANGLEWOOD _____

ATTENDANCE:

MORNING (DAILY) _____

MORNING (OCCASIONAL) _____

AFTERNOON (DAILY) _____

AFTERNOON (OCCASIONAL) _____

OLIVER WINCH
MIDDLE SCHOOL _____

AFTERNOON (DAILY) _____
AFTERNOON (OCCASIONAL) _____

Is your child eligible for free or reduced lunch? Yes _____ No _____

Single Parent Household: Yes _____ No _____

#1 Parent/Guardian Name & Address _____

#2 Parent/Guardian Name & Address _____

Parent(s) Place Of Employment	Address	Telephone #
#1 Parent _____	_____	_____
#2 Parent _____	_____	_____

Siblings	Age	School Attending
_____	_____	_____
_____	_____	_____
_____	_____	_____

REQUIRED HEALTH INFORMATION:

- Does your child have any problems with : Speech, Vision, Hearing or Orthopedic situation that might affect his/her participation in some areas of our Program? _____
- Any specific **Health/Behavioral** Problems? _____
- Is your child on any medications Please List: _____
- Does your child have any allergies? _____
- Dr.'s Name _____ Phone _____
Address _____
- Person to notify in case of Emergency:
Name _____ Phone _____
- Person other than parents authorized to pick-up child?

- In case of emergency, if a parent or guardian cannot be reached, I give my permission to have my child taken to the nearest physician and I will assume financial responsibility for this.

SIGNATURE

RELATIONSHIP TO CHILD

*Any omissions or false information on this application may result in suspension from the program.

DISCLAIMER

The Kids Korner Program is staffed by individuals paid by the Moreau Community Center, Inc. By your signature to this Disclaimer, all parents/legal guardians whose child participates in this program, agree that the Moreau Community Center, Inc., its employees and directors bear no responsibility to treat or assist in treatment to those children who may have special medical needs and/or behavioral needs, or who may otherwise be injured or become ill during participation in this program.

DATE

SIGNATURE OF PARENT OR GUARDIAN

RELEASE FORM

1. I permit my child to use all of the play equipment and participate in all of the activities sponsored by the Moreau Community Center, Inc.
2. I grant permission for my child to leave the Program premises under the supervision of a Staff Member for walks. Permission slips will be sent home in advance on these special occasions.
3. I grant permission for the Staff to take whatever steps may be necessary to obtain emergency medical care for my child when necessary. These steps may include the following:
 - Attempt to contact a parent or guardian.
 - Attempt to contact the child's physician.
 - Attempt to contact you through any of the persons listed on the application form you have completed for us.
4. If we cannot contact you or your child's physician we will do any of the following:
 - Call another physician.
 - Call an ambulance.
 - Have child taken to the hospital emergency room in the company of a Staff Member.
5. Any expenses incurred from above will be borne by the child's family.
6. We will not be responsible for anything that may happen as a result of false information given at the time of enrollment.
7. I absolve the Civic Center of Moreau, Inc. d.b.a. The Moreau Community Center and any of its employees and volunteers of any liability in the event of an accident or emergency occurring while my child is participating in a Moreau Community Center sponsored program and any areas that may be encompassed thereof. Parents will be accountable for damage caused by their child(ren). No disorderly conduct will be tolerated. Swearing, physical contact, verbal abuse, weapons or items that could be used as weapons will not be permitted. **Personal belongings of toys, electronics, including ipods ect, hand held games etc are NOT permitted in Kids Korner.** Suspension or expulsion is our last resort, but please note that ALL FEES are NON-REFUNDABLE.

SIGNATURE: _____ DATE: _____

DISCIPLINE POLICY

The Moreau Community Center's Kids Korner/Summer Camp programs are designed to offer children an educational and social environment, in which they share a variety of learning experiences in a safe environment. Your child's participation in the program is conditional upon acceptable behavior and personal discipline while participating in the program. Your child can be suspended or terminated at any time if it is determined that they are a danger to other children, themselves, or staff if they are exhibiting inappropriate behavior. There will be no one-on-one supervision as we are a group oriented program. In an attempt to provide you with as much information as necessary concerning your child's behavior in the program, this notice will advise you of the procedures that will be used by staff and management should a problem arise. The child can only benefit from parents and staff working together.

If a problem does occur:

The Youth Director will advise the parent of the existence of a problem by using the Communication form. The staff will talk to the child about his/her behavior and redirect to another activity. If the problem continues the staff will talk to the child again and immediately place the child into time out (1 minute of time out for each year of age of the child). Three negative Communication forms within a month time period and the parent will be notified that a meeting is necessary with the Program Director and could result in a one to two-day suspension depending on the severity of the problem.

If the problem continues and additional Communication forms are received by the parent, the child will be suspended from the program until a meeting is held with the parent(s), the Youth Director, and the Executive Director of the Moreau Community Center to try to work through the problem.

Zero Tolerance:

Depending on the severity of the incident (i.e. aggression), one written referral may warrant permanent suspension from the Kids Korner/Camp Moreau program. The Youth Director, in consultation with the Executive Director, has the authority to temporarily suspend your child from the program.

Fighting or causing physical harm to another person or verbal and/or physical intimidation will be an automatic suspension depending of the severity of the aggression.

- ◆ Hitting, kicking, biting, or spitting on another child or staff member.
- ◆ Continued verbal abuse of others
- ◆ Throwing program objects at others or destroying program property.

Are grounds for a one-day suspension or more depending on the severity.

The Parent(s) or Guardian will be notified immediately of any suspension.

It is our intent to make sure that all the children learn, have fun, are kept busy, and most of all are safe. If you have any questions and or concerns, please feel free to call (792-6007) or drop by the Moreau Community Center to see Donna Nichols, Executive Director or Jennifer Rich, Youth Director.

SIGNATURE: _____ DATE: _____

MOREAU COMMUNITY CENTER RELEASE FORM (Please check all boxes that apply)

My child has permission to travel with the Kids Korner program to other schools for the following reasons:

- They attend Moreau Elementary School during the day and travel to Harrison Avenue for their Kids Korner Program.
- They are attending a half day Kids Korner Program which is being held at an elementary school other than their home elementary school.

I hereby grant my permission for Moreau Community Center to use photographs that show my child participating in the Center's program(s), in official printed materials such as approved brochures, newsletters, and the Center's web site. The Center will assure no names or identifying information are included, will use group photo settings rather than individual photos, and will limit use to official purposes only. I understand that these materials will be available to the public in printed format and/or on the Center's Internet web site, which can be seen by individuals with access to World Wide Web (WWW).

I DO NOT give my permission for Moreau Community Center to use photographs that show my child participating in the Center's program(s), in official printed materials such as approved brochures, newsletters, and the Center's web site.

In the event of an emergency at your child's Kids Korner Program, your child (ren) will be bussed to an alternate location and you will be notified immediately.

Child's Name _____

Program: _____

Parent Signature _____

Printed Name _____

Date _____