



EXPLANATION OF REQUIRED ENROLLMENT FORMS

- Child registration will be accepted at our 33 Denison Parkway West office during the hours of 9 AM to 12 PM and 1 PM to 3:30 PM, **By Appointment Only**
- **All new family applicants MUST meet with office staff to review enrollment packet.**
- **Any packets “dropped off” at front desk will be considered on hold until staff are able to review and meet with family.**
- **All information must be completed, signed, and returned before your child/children will be registered in the summer program.**

Below is a check list of the information included in your packet and the instruction for each form. Please complete the following information before you come to the office.

- Registration Application for Child Enrollment** (*per child*)
 - Two-sided form must be completed and **signed**
 - Is Child New to Program?(New Child Questionnaire Form)
- Summer Enrollment Schedule** (*per child*)
 - Indicate if child will attend half-day or full day
 - Half day (less than 5-hours) time begins at the time the child signs in and if not picked up within the 5 hours, will be charged the full day rate
 - Indicate if child will require breakfast
 - Breakfast served from 8 a.m. until 8:45 a.m.
 - Lunch served from 11 – Noon
 - Breakfast and Lunch will be provided by the C-PP School Meal Program Grant
- Summer Activity Schedule** (*per child*)
 - Review and complete the backside of this form; indicate per each week a morning session workshop and an afternoon session workshop your child will participate in
- Field Trip Schedule**
 - Further information will be provided on the 1st day of attendance. Parental signup is required for your child to attend. Some field trips may have an additional minimal charge.
- Financial Form** (*per family*)
 - Complete both sides answering all questions and **sign**
 - Provide current paycheck stubs to cover 1 month of employment
 - Summer Fee Schedule

The following forms will be reviewed and completed at the office (if required) upon enrollment.

- CACFP –** (*per family*) (Kids' Adventure Club participates in the NYS Child and Adult Care Food Program. To receive partial reimbursement for our snack expense, the following forms are required)
 - **Income Eligibility Form** (*Mandatory at beginning of Summer & School Year*)
 - CACFP Forms **Building for the Future** and **Letter to Households**, are mandatory forms that we are required to give to all families
 - Copy of Two Week Rotating Snack Menu
- Photograph/Image Authorization** (*per child*)
- HIPAA – Notice of Privacy** (*per child*)
- Sunscreen Alert** (*per child*)
- Registration Fee:**
 - Early Bird \$15/child or \$25/family enrolled between May 03 – May 27, 2011
 - \$25/child or \$35/family enrolled after Friday May 27, 2011

IMPORTANT NOTICE: *Depending on enrollment numbers, applications received after June 17, 2011 may be placed on a waiting list. These applicants will be placed depending on group availability and staffing confirmation.*