



Boise School District Services Center
8169 W. Victory Rd
Boise, ID 83709
Telephone (208) 854.6720 - Fax (208) 854.6721

REGISTRATION PROCEDURES

1. Carefully read and complete each page of the Enrollment Packet.
2. An Enrollment Contract must be completed by the parent/guardian and approved by the Just For Kids District Program Coordinator before a child is considered enrolled and allowed to attend. Only a parent/guardian signing the contract will have access to enrollment and financial information on the account. In order for both parents/guardians to have access to the enrollment and financial information, both parties must sign the enrollment contract.
3. The completed registration packet must include:
 - Completed Enrollment Contract
 - A current copy of child's immunization record (*new students only*)
 - Registration fee
 - First tuition payment (*new students only*)
 - If parent is applying for the Idaho Child Care Program (ICCP) the ICCP Dependant Care Charge Form must accompany the registration packet
4. Payment methods:
 - a. Payments are accepted at the site by credit card or debit card
 - b. Payment may be paid in the district office by credit card, debit card, check or money order
 - c. Payments may be mailed to the district office by check or money order
 - d. Payments (except for the first month and registration fee) may be set up on automatic checking or savings account withdrawals (all charges will be billed on the first business day of the month)
5. Mail or deliver completed packet to:

Just For Kids
Boise School District Services Center
8169 W. Victory Rd
Boise, ID 83709

(If paying by debit or credit, you may deliver your completed packet to your Just For Kids site.)
6. Incomplete packets will be returned and the child will not be considered enrolled and may not attend.
7. Upon receipt of the completed registration packet, a confirmation letter will be emailed to you. If an email address is not provided on the Enrollment Contract, a confirmation letter will be placed in the parent file at the site.
8. Any questions regarding the enrollment procedures, please contact the Just For Kids district office at 208.854.6720.

Non-Discriminatory Statement: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



2009-2010 SCHOOL AGE DROP IN ENROLLMENT CONTRACT
 District Office, 8169 W. Victory Rd, Boise, ID 83709 Telephone 854-6720 Fax 854-6721

Site/School: _____

SECTION 1: FAMILY INFORMATION

	Print Child's First and Last Name	Grade	Birthday	M/F	Parent email address: _____
1st Child					
2nd Child					
3rd Child					

Child(ren) lives with: Mother Father Both Other (please list relationship): _____

Mother's contact information:
 Name _____ Address: _____ Zip: _____
 Employer: _____
 Telephone contact numbers: Home: _____ Work: _____ Cell: _____

Father's contact information:
 Name _____ Address: _____ Zip: _____
 Employer: _____
 Telephone contact numbers: Home: _____ Work: _____ Cell: _____

Have you attended Just For Kids before? (Circle) YES NO If yes, what site? _____
 How did you hear about Just For Kids: _____

SECTION 2: ENROLLMENT INFORMATION

A SEPARATE DROP IN ENROLLMENT CONTRACT MUST BE COMPLETED FOR EACH MONTH CARE IS NEEDED				THIS SECTION TO BE COMPLETED BY JUST FOR KIDS STAFF						
PARENT MUST COMPLETE ONE SECTION FOR EACH DAY CHILD WILL ATTEND	Date Care Needed:	Month	Day	Year	Daily Tuition	Activity Fee	Act Tran Fee	Total Due	Date Pd	Amt Pd
	Date Care Needed:	Month	Day	Year	Daily Tuition	Activity Fee	Act Tran Fee	Total Due	Date Pd	Amt Pd
	Date Care Needed:	Month	Day	Year	Daily Tuition	Activity Fee	Act Tran Fee	Total Due	Date Pd	Amt Pd
	Date Care Needed:	Month	Day	Year	Daily Tuition	Activity Fee	Act Tran Fee	Total Due	Date Pd	Amt Pd
	Date Care Needed:	Month	Day	Year	Daily Tuition	Activity Fee	Act Tran Fee	Total Due	Date Pd	Amt Pd
	Date Care Needed:	Month	Day	Year	Daily Tuition	Activity Fee	Act Tran Fee	Total Due	Date Pd	Amt Pd
	Date Care Needed:	Month	Day	Year	Daily Tuition	Activity Fee	Act Tran Fee	Total Due	Date Pd	Amt Pd

CONTACT THE JUST FOR KIDS DISTRICT OFFICE FOR FIELD TRIP SCHEDULES

SECTION 3: TUITION RATE CHART

Before School Only	15.00	Kindergarten Full Time (over 4 hrs/day)	35.00
After School Only	20.00	Non-School Day Part Time (up to 4 hrs/day)	25.00
Before & After School	25.00	Non-School Day Full Time (over 4 hrs/day)	35.00
Kindergarten Part Time (up to 4 hrs/day)	25.00		

SECTION 4: SIGNATURES

I have read and agree to the terms of the Enrollment Contract and billing procedures as outlined on the Enrollment Contract. Both parents/guardians must sign this contract in order to have access to the accounting and attendance records and shall be responsible for payment of all fees and the fulfillment of the terms of the contract.

Parent/Guardian Signature _____ Date _____ Parent/Guardian Signature _____ Date _____ Just For Kids _____ Date _____
 District Office Staff Signature _____

SECTION 4: TERMS OF CONTRACT

Parent must initial each item on enrollment contract to indicate they have read and agree to the terms of contract for the Enrollment Contract to be approved.

1. For a child to be considered enrolled and allowed to attend, the following documents must be completed and submitted to the Just For Kids district office: (1) enrollment contract, (2) copy of the child's current immunization record, (3) registration fee and (4) **first tuition payment**. These items must be submitted together.
2. A parent/guardian or designated emergency contact listed on the enrollment contract must clock the child in and out of the program each day, using a required parent identification number. Parent/guardian will be assessed a fine of \$5.00 each time the child is not clocked in or out.
3. A Just For Kids staff member will sign a child out that is going to school or to the school bus and will sign a child in that is coming to Just For Kids from school or the school bus.
4. Site operation hours are from 7:00 a.m. to 6:00 p.m., Monday through Friday. Changes of operational hours will be posted. (Frank Church site operation hours are 7:30 a.m. to 3:30 p.m. on teacher contracted days.)
5. Sites will be closed the following holidays: Memorial Day; July 4th; Labor Day; Thanksgiving Day and the Friday following Thanksgiving; December 24 through January 1; Martin Luther King Jr Day; and President's Day. If a holiday falls on a Sunday, the site will be closed on Monday following the holiday. If a holiday falls on a Saturday, the site will be closed on the previous Friday.
6. Sites or sessions may be closed temporarily due to low enrollment or issues causing safety concerns, i.e., construction, electrical or water outages. If a site is closed, parents will be provided with a list of alternate sites where care will be available for their child.
7. If low enrollment warrants during a kindergarten session (8:40-11:30 or 12:30-3:15), the session may be closed for the current school year. If a kindergarten session is closed and Just For Kids is not able to accommodate the family's childcare needs, a refund of the registration fee and any unused tuition will be issued.
8. On non-school days, if low attendance warrants, identified sites may be closed. If sites are closed, parents will be provided with a list of alternate sites where care will be available for their child.
9. When Boise School District closes due to weather or safety related issues, the Just For Kids program will also close.
10. Tuition credit will not be given when alternate designated sites for childcare have been identified for holiday, low enrollment, or safety concern closures. Tuition credit will not be given for Boise School District closures.
11. Parent/guardian must notify the site, before 9:00 a.m., on the day the child will be absent. Failure to notify the site may jeopardize future childcare services.
12. Contract Change - Contract changes are not retroactive. An entirely new contract must be completed by the same parent/guardian that signed the original contract and submitted to the Just For Kids district office at least 10 business days in advance of the date the change will occur. Tuition, extra day or extra hour charges will be assessed in accordance with the original contract until the effective date of the new written contract change.
13. If a medical emergency arises, the Site Coordinator will first attempt to contact the parent/guardian. If the emergency is such that immediate medical attention is necessary, the Site Coordinator will call 911 to take the child to an emergency care facility. The parent/guardian will be responsible for all costs incurred. Site staff are only trained and allowed to administer oral and topical medications.
14. Medical, dental and/or hospital bills occurring as a result of injuries sustained by a child while attending the program will be the responsibility of the child's parent/guardian.
15. In the event of an emergency, I give licensed emergency medical personnel permission to transport my child to a medical facility for medical treatment.
16. Also, I consent to necessary emergency treatment for my child by a licensed medical staff in the event I cannot be reached.
17. Parent/guardian will provide the child with a sack lunch on days the school cafeteria is not open. Sack lunches may not be stored in the site refrigerator or heated on-site. If the child eats breakfast or lunch in the school cafeteria, the parent/guardian will be responsible for payment of those charges directly to the school lunch program.
18. **Just For Kids will serve snack to all contracted children in attendance at 9:00 a.m. and 3:30 p.m. daily.**
19. I give Just For Kids permission to interview, photograph and/or video tape my child for public relation promotions for the Just For Kids Program.
Please initial the appropriate line: _____ I DO give my permission _____ I DO NOT give my permission.

SECTION 5: BILLING PROCEDURES

Parent must initial each item of enrollment contract to indicate they have read and agree to the billing procedures for the Enrollment Contract to be approved.

1. For a child to be considered enrolled and allowed to attend, the non-refundable registration fee and the first tuition payment must be paid in advance. If an overpayment occurs on the first month's tuition, it will be credited to the following month.
2. Billing will begin as designated on the contract start date.
3. The parent/guardian will be billed for contracted days of service and responsible for tuition payment whether the child attends or is absent. Vacation tuition credit will not be given.
4. Parent/guardian may not rotate or substitute contracted days. If a child attends additional days or hours than originally contracted, the parent/guardian will be billed extra charges according to the current rates.
5. If a child is contracted to attend on the following non-school days, there will be no additional tuition charge: October 1 & 2, November 4 (kindergarten only), November 5 & 6, December 21, 22 & 23, January 25, and March 29-April 2.
6. If a child is contracted to attend after school on the following early release days, there will be no additional tuition charge: October 30, November 25, December 18, January 22, March 26 and June 4.
7. One contract change during the summer session and two contract changes during the school year will be allowed at no additional charge to the parent. Further contract changes will be assessed a \$15.00 charge.
8. If parent/guardian or designated emergency contact has not picked a child up by 6:00 p.m. (3:30 p.m. at Frank Church), a \$5.00 per minute fine will be assessed. If parent/guardian or designated emergency contact listed on the enrollment contract, has not been contacted to pick up the child by 6:15 p.m., the Program Coordinator will then notify Health and Welfare. Late pick up fees will be assessed on the monthly billing statement.
9. Tuition payment is due in advance by the dates indicated on page 1 of this contract, whether or not the parent/guardian receives a statement of account.
10. The site staff will hand the parent/guardian a statement of account 5 business days prior to the end of each month. The statement will include charges incurred through the statement date.
11. If tuition payment in full is not received by the due date, the child will not be able to attend the program beginning the following day.
12. If extra charges are incurred during the last 5 business days of the month an extra charge statement will be hand delivered to the parent/guardian at the site on the first business day of the following month.
13. Extra charges incurred during the last 5 business days of the month must be paid in full within 5 business days of receipt of the extra charge statement.
14. Tuition payments are accepted at the site by Master Card or Visa credit card or debit card or may be paid in the district office by credit card, debit card, check or money order. Check or money order may also be mailed to the district office.
15. Tuition may be paid through Tuition Express automatic withdrawal system by completing the attached Authorization form. The electronic funds transfer will be initiated **on the first business day of each contracted month for the entire amount owed** on the parent tuition account at the time.
16. If tuition and extra charge payments are not received within 3 days of the due date, the child will be withdrawn from the program. If a parent/guardian wishes to continue childcare services after they have been withdrawn, the parent/guardian will be assessed an additional registration fee and must complete a new registration packet before the child may attend.
17. A \$25.00 fee will be charged for payments returned from the bank. The fee and replacement payment must be paid in full by debit, credit or money order within one business day of notification to the parent.
18. Cancellation of services must be made on a withdrawal form at least 10 business days prior to the last day of attendance and submitted to the Site Coordinator. Any tuition credit balance will be mailed within 30 business days of the last day the child attends. Tuition credit balance refunded must be \$15.00 or more. If proper withdrawal procedures have not been followed, refund of the credit balance will not be given.

SECTION 6: EMERGENCY AND MEDICAL INFORMATION

Name of health insurance company: _____

Insurance policy number: _____

Group number: _____

List and describe any medically diagnosed conditions your child has: _____

List any allergies your child has: _____

List any medications your child takes: _____

Two local emergency contacts must be provided, other than parent/guardian, authorized to pick up a child. A child will not be released unless parent/guardian written authorization is given.

First Name	Last Name	Relationship to Child	Home Phone	Work Phone	Cell Phone
------------	-----------	-----------------------	------------	------------	------------

First Name	Last Name	Relationship to Child	Home Phone	Work Phone	Cell Phone
------------	-----------	-----------------------	------------	------------	------------

SECTION 7: SIGNATURES

I have read and agree to the terms of the Enrollment Contract and billing procedures as outlined on the Enrollment Contract. Both parents/guardians must sign this contract in order to have access to the accounting and attendance records and shall be responsible for payment of all fees and the fulfillment of the terms of the contract.

 Parent/Guardian Signature Date

 Parent/Guardian Signature Date

 Just For Kids
 District Office Staff Signature Date



AUTHORIZATION TO TREAT A MINOR

District Office, 8169 W. Victory Rd, Boise, ID 83709 – Telephone: 208.854.6723 – Fax: 208.854.6721

It is Just For Kids policy to notify a parent when a child is ill or in need of medical attention. Occasionally we are unable to contact parents, and need to get immediate help for a child. Please verify that the information below is complete and accurate and sign as indicated.

CHILD’S NAME: _____ DATE OF BIRTH: _____ AGE: _____

MOTHER’S NAME: _____ HOME PHONE: _____

CELL PHONE: _____ WORK PHONE: _____

HOME ADDRESS: _____

FATHER’S NAME: _____ HOME PHONE: _____

CELL PHONE: _____ WORK PHONE: _____

HOME ADDRESS: _____

MEDICAL NOTES: _____

I, the undersigned parent or legal guardian of the child listed above, do hereby give consent for my child to be given emergency treatment (first aid and/or CPR) by any qualified Just For Kids staff member.

I also give my permission for my child to be transported by ambulance to an emergency center for treatment.

In the event that I cannot be contacted, I further consent to the medical, surgical, and hospital care deemed immediately necessary or advisable by the physician to safeguard my child’s health.

In case of emergency, and if emergency transportation is needed, I agree to pay all costs of transportation and medical care.

This consent shall remain effective until the end of the enrollment contract or unless the child is withdrawn from the Just For Kids Program before the end of the enrollment contract.

Mother/Legal Guardian’s Signature Date

Father/Legal Guardian’s Signature Date

STAFF INSTRUCTIONS:
Have parents sign two copies of this form.
Place one signed copy in your orange emergency bag and the other copy in your blue bag.



Hop aboard the Tuition Express and never write a check again!

As your childcare provider, we are excited to offer you the convenience of automatic tuition payments through Tuition Express. Your payment will be safely and securely processed by Tuition Express, giving you peace of mind that your tuition has been paid on time! It's easy to enroll and even easier to participate. You'll be joining tens of thousands of parents nationwide who enjoy the ease and convenience of Tuition Express.

To learn more about Tuition Express, automatic payment notifications or reviewing your payment history, please visit www.tuitionexpress.com.

For Bank Account Authorization, complete and return to Just For Kids

ELECTRONIC FUNDS TRANSFER AUTHORIZATION

I (we) authorize Just For Kids to initiate debit entries to my (our) Checking or Savings Account indicated below at the depository financial institution indicated below (called "DEPOSITORY" in this Authorization). I (we) authorize Just For Kids to withdraw sufficient funds to pay my (our) regular childcare tuition and/or other childcare related fees that are due and payable. I (we) authorize Just For Kids to use the third party sender, Tuition Express* to process all payments. I (we) acknowledge that the origination of Automated Clearing House (ACH) transactions to my (our) account must comply with the provisions of United States Law.

Just For Kids will initiate the electronic funds transfer on the first business day of each contracted month for the entire amount owed on the parent tuition account at the time.

Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

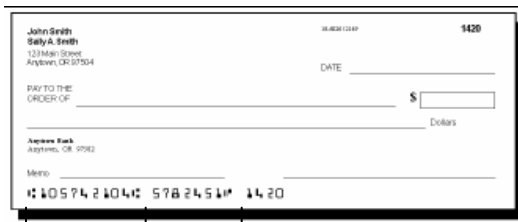
_____	_____	_____
Your Name	Phone #	DEPOSITORY – Bank or Credit Union Name
_____	_____	_____
Address		Bank or Credit Union Address
_____	_____	_____
City	State Zip	City State Zip
_____	_____	_____
		Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings
_____	_____	_____
Routing Transit Number (see sample below)		Account Number (see sample below)

This authorization will remain in full force and effect until I (23) notify Just For Kids in writing of its termination in such time and in such manner as to afford Tuition Express and DEPOSITORY a reasonable opportunity to act upon it. Notices must be received at a minimum of 5 business days in advance of the termination date.

_____	_____
Signature	Date

Record Retention Notice: Just For Kids shall retain all parent (client) authorization forms in a secure location for a period of two years from the date of client withdrawal from the Tuition Express program.

*Tuition Express is an assumed business name of Blum Investment Group, Inc.



_____	_____	_____
Routing Transit Number	Account Number	Check Number

Please attach a copy of a voided check here. Deposit slips not accepted.