



Parent Handbook 2009-2010

Our Staff is very excited and looking forward to a wonderful year. This handbook contains Silverlake Academy's policies and procedures, which are important to you and your child. By signing the following, you agree that you have received and read a copy of the Silverlake Academy Parent Handbook, prepared by Silverlake, The Family Place. You also agree to follow the policies, procedures, and practices placed before you within the Silverlake Academy Handbook.

Name of Child _____ School/Program _____

Name of Parent(s) _____ Start Date _____

Signature _____ Date _____

Please remember to notify your child(ren)'s school about the days your child will be attending Silverlake Academy. We also ask that you remember to notify Silverlake Academy of all absences.

I am aware that an immunization record is required for my child to participate in any Silverlake Programs on or before the first day of class/camp. initial _____

Policies and Procedures

1. **Sign In and Sign Out:** All children, upon arrival at Silverlake Academy, must be signed in; and all children being picked up from Silverlake Academy, at any time and under ALL circumstances, **must be** signed out by his or her parent/guardian or designated pickup person.
2. **Pickup:** Pick up for the Half Day Early Childhood program is no later than 1:00pm. Pick up for the Full Day Early Childhood, After School and 1/2 day Kinder care is no later than 6:00 p.m. A late fee will be charged for any child picked up after the pick up time. The late fee is \$1 for every minute the parent/guardian or designated pick up person is late.
3. **Age Requirements:** To enroll in the pre-school program, child must be 3 years old before October 1st of the current school year. To enroll in the pre-k program, child must be 4 years old before October 1st of the current school year. To enroll in the 1/2 day kinder care program, child must be 5 years old by October 1st of the current school year.
4. **Child Immunization:** Parents/Guardians must provide Silverlake Academy with a copy of your child's immunization record/certificate.
5. **Plan of Evacuation:** If an emergency evacuation must occur, all children will be transported to Erlanger Public Library. Tune to channel 12 for emergency information.
6. **Snow Day (Pre-school and Pre-k):** You will receive a phone call at you home phone number notifying you of any school closings. The information will also be available at the front service counter, call 859-426-7777. We will try our best to make up classroom time missed.
7. **Snow Day (1/2 Day Kinder Care and After School)** If your child's school is closed due to weather, Silverlake Academy may have full day care available (additional cost applies).
8. **Days Off/School Closings-** Days off and school closings are not included in your tuition. Childcare is available for such days, but it is at an additional cost (see program fees and payment schedule, pg. 6 & 7).
9. **Early Dismissal:** Parents must call Silverlake Academy in the event that their school closes early due to bad weather or any other circumstance. Silverlake Academy will make decisions at that time if roads are safe enough to transport children. Though this is a service **NOT** provided under your weekly tuition, we will make all efforts to accommodate families in this situation. Please understand that Silverlake Academy **cannot guarantee** care on such a day. The safety of our children and our staff is our first concern.
10. **Child Absent from School:** Please remember that it is your responsibility if your son or daughter is absent from school to **call and notify Silverlake Academy before 11:00 am on the day missed.** If you do not notify us we will call you at work and the main office at your school to notify you of a missing child. Without a phone call, all these efforts to keep your child safe cause our bus route to run late picking up other children.
11. **Parental Visitation:** Parents and/or guardians of enrolled/attending children are permitted to view and observe their children at any time while being escorted by a staff member. We only allow observation by parents of enrolled/attending children. Perspective parents can observe by appointment only.
12. **Designated Pickup Persons:** We will only release children to persons designated by parents on the child's registration form. Parents may also provide an additional list. An ID provided by the designated pickup person must be shown to a staff member before release of the child will be permitted.
13. **Responsible for Child:** Silverlake Academy will not assume responsibility of any child until his/her actual arrival and sign-in on at Silverlake Academy or on *Silverlake Academy's* transport vehicles.
14. **Lunch is not included in Silverlake Academy's tuition. You must pack a lunch or buy the lunch menu item that is available. If you forget lunch, we will supply the lunch menu item for an additional fee. This fee must be paid the same day lunch is provided. "No Charges Allowed."**
15. **Lunch money, can be put on a Silverlake Gift card for children to use daily. A staff member or counselor will let you know when your child's card needs more funds. Give your child's gift card to a camp counselor and let them know when your child is buying lunch**
16. **Snack:** Snack is provided to full day care and extended camp children. Snacks can also be purchased from the Better Health Café on a daily basis.
17. **Personal Property:** Silverlake Academy is NOT responsible for lost, stolen or damaged items brought to Silverlake. All personal property must be labeled with child's first and last name. Electronic items, trading cards, etc. are not permitted at Silverlake Academy.
18. **Lost and Found:** Clothing/items left at camp will be placed in Lost and Found at the close of each camp day (approximately 6:00pm). It is the parent's responsibility to check this area daily. All items left at month's end will be given to St. Vincent DePaul.
19. **Change in Personal Information:** Silverlake Academy's administrative personnel **must be notified immediately** when there are any changes in the following, i.e., home telephone, work phone, address, payment information, emergency contacts etc.
20. **Parents Authorization:** I hereby grant permission for my child to be transported by Silverlake Academy and contracted providers chosen by them, to and from Silverlake Academy. I also authorize Silverlake Academy to transport my child at any time Silverlake Academy chooses to transport for daily excursions, without notifying parent or guardian. Walking excursions are also permitted in and around the surrounding property/buildings of Silverlake Academy and the city of Erlanger.
20. **Registration and Payment**

To register, please complete all forms and pay the down payment.
Down payment is the first full week of tuition per child.
We must have credit card information upon registration.
Front counter payments are due one week prior to the week you are paying.
If payment is not received by the due date your credit card will be charged and up to a \$15 fee will be assessed.
Automatic withdraw payments will be taken out on the Monday of the week you are paying.
Absolutely NO credits or refunds given for absences.
Returned Payments: Up to a \$32 fee will be charged for any returned payments. Accounts that are delinquent may result in suspension or termination from Silverlake Academy without refund. A one week vacation period may be taken once per school year. A school year is defined as 35 weeks of pre-school/pre-K and 37 weeks of Half Day Kinder care/After School Program. A parent does not need to pay for this requested vacation period. Days used must be consecutive and must be in the same days as normally attended. Any additional time off would be charged at the regular rate.
All fees are calculated based on 35 weeks of pre school/pre-k and 37 weeks of Half Day Kinder Care/After School Program. We have set annual fees in accordance with the schedules that accommodate your needs and divided these fees into 35/37 equal weekly installments. There are no pro-rations for weeks with Holidays. The tuition also remains the same for weeks with closings due to Professional Development and Teacher In-Service Days. These closing days may be different for each program and are listed on page 5 of the Parent Handbook.

21. **Transportation policy:**

Children enrolled in the 1/2 day kinder care program coming from R.C. Hinsdale, St. Joseph, River Ridge and children enrolled in the after school program coming from R.C. Hinsdale will be transported with a Silverlake Academy Ford Explorer or 15 passenger van. Prior to pick up the driver will check the phone messages and email messages making sure to expect all children on the roster. At time of pick up all children are checked off of the roster. All children will be properly restrained in a booster seat until at least age 8, unless 4'9" tall. If any child is not at school for pick up, their parents will be called once the group arrives back at Silverlake.

22. **Discipline Policy - Definition of a Behavioral Problem:**

Any behavior by a child that is viewed or deemed unsafe to the well being of himself/herself, or any other person/child. The improper use of language or gestures directed to staff or other children. Damage or theft of camp property or the property of others an overall disrespect to staff or other children. Discipline policy is based on age and development of child.

Behavioral Disciplinary Actions

1. Verbal warning from director
2. Verbal warning from director with a written notice for parent(s) to be signed.
3. Conference with the director
4. Suspension or termination from Silverlake Academy without refund.
5. Extreme or violent behavior resulting in an injury to another child or staff member may warrant immediate termination from our program without any previous warnings.
6. Silverlake Academy retains the right to dismiss any student without prior written notice or a conference with the director.
7. The center will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations.

23. **Policy On Release of Children:**

Each child may be released only to the parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times.
2. Staff members will attempt to contact the parent(s) or person(s) authorized by the parent(s).
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed, and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Child - At - Risk Hotline at 1-800-792-5200 to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.
4. If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that, the child may not be released to such an impaired individual:
5. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and if the center is unable to make alternative arrangements, a staff member shall call the Child - At - Risk Hotline at 1-800-792-5200 to seek assistance in caring for the child.
6. For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

24. **Policy on the Management of Communicable Diseases:** If a child exhibits any of the following symptoms, he/she should not attend school/camp. If such symptoms occur at school/camp, the child will be removed from the classroom/area, and you will be called to pick up your child.

Severe pain or discomfort	Infected untreated skin patches
Acute Diarrhea	Difficult or rapid breathing
Episodes of acute vomiting	Skin rashes lasting longer than 24 hours
Oral temperature of 100.1 degrees Fahrenheit	Swollen joints
Sore Throat or severe coughing	Visibly enlarged lymph nodes
Yellow eyes or jaundice skin	Stiff Neck
Red eyes with discharge.	Blood in urine

Once the child is symptom free for 24 hours, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school. If a child contracts any of the following diseases, please report it to us immediately. The child may not return to school/ camp without a doctor's note stating that the child presents no risk to himself/herself or others.

Table of Excludable Communicable Diseases

Respiratory Illness	Hepatitis A*	Meningococcus
Chicken Pox	Salmonella*	Mumps
German Measles*	Shigella*	Lice (must remove all eggs/ nits before returning to Silverlake Academy with note from physician.)
Homophiles Influenza*	Whooping Cough	
Measles*	Contract illnesses	
Strep Throat	Impetigo	
Gastro-intestinal illnesses	Scabies	
Giardia Lamblia*	Tuberculoses*	

25. **Policy on the dispensing of medication:** If your child needs to receive medication while at Silverlake Academy, you will need to fill out a medication form. You will need to state the name of the child receiving the medication, the date(s) they will be receiving the medication, what the medication is for, and the dosage. You will need to make sure that the prescription/ medication is current. If it is a long term prescription, such as an inhaler or Epi Pen, Silverlake Academy will need a note from the doctor stating the name of the medication, the dosage, and the dates the child will be receiving the medication. All medicines should be in its original container.

INFORMATION TO PARENTS**A SUMMARY OF OUR PARENTAL INFORMATION, RIGHTS AND RESPONSIBILITIES ARE AS FOLLOWS:**

Parental Input. The licensee should appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

Meeting with parents. In group child care programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parent(s) and child to visit the program and meet the staff before the child's enrollment.

Parent Information. The licensee should provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snack or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

Parent Conferences. The licensee should make staff available for individual conferences with parents at your request.

Parent Communication. At the beginning of each month Silverlake Academy will provide a lesson plan. We will also post the monthly lesson plan on the parent board outside the Kid's Club.

Progress Reports. At least every six months the licensee may meet with you to discuss your child's activities and participation in the program. The licensee will prepare a written progress report for your child, will provide a copy to you, and will maintain a copy of the report in your child's file. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three months. Program staff must bring special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise.

Parent Visits. You have the right to visit the center and your child's room at any time while your child is present.

Children's Records. Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

Access to your child's record. You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's record, and must maintain a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the center's records.

Amending your child's record. You have the right to add information, comments, data, or any other relevant materials to your child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

Transfer of records. When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

PROGRAM RESPONSIBILITIES:Providing Information to the State Licensing Bureau

The program should make available any information requested by the State Licensing Bureau to determine compliance with any licensing regulations governing the program, by providing access to its facilities, records, staff and references.

Reporting abuse or neglect

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. Anyone who has reasonable cause to believe that an enrolled child has been or is being subject to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry and Child Abuse (859) 824-7585. Parents may secure information about child abuse and neglect by contacting The Cabinet for Health and Family Services 275 East Main St. Section 3 E-G Frankfort Kentucky 40621 (859) 246-2301. The child abuse and neglect procedures that were taught at the orientation training shall be implemented by each Silverlake Academy staff member.

Notification of injury

The licensee should notify you immediately of any injury which requires emergency care. The licensee will also notify you, in writing, within 24 hours, if any first aid is administered to your child.

Availability of State Licensing Regulations

The program should maintain a copy of the state licensing regulations on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulation, ask the center to show them to you.

Schedule for Silverlake Academy Programs
2009-2010

<u>Program</u>	<u>Dates Running</u>
After School	*August 2009 - June 2010
Early Childhood (pre-school/pre-k)	September 1st, 2009-May 27th, 2010
Pre-K Graduation	May 26th & May 27th, 2010
½ Day Kinder care	*August 2009 - June 2010
Spring Break Camp**	April 12th-16th, 2010
Summer Camp	*June 2010-August 2010

* Program dates will coincide with the opening and closing dates of your child's school.

Silverlake Academy 2009 - 2010 Closing Dates
On the dates Silverlake Academy is closed, parents must
make alternate arrangements for their child's care.

September	7th	Labor Day
November	25th, 26th & 27th	Thanksgiving Holiday
December	21st- 30th	Holiday Break (full day care may be available on the 21st & 22nd)
December	31st	New Year's Eve
January	1st	New Years Day
January	18th	Martin Luther King Day (full day care may be available)
February	15th	President's Day (full day care may be available)
April	2nd	Teacher In-Service (Early Childhood Only)
April	5th	Teacher In-Service
April	12th-15th	Kenton County Spring Break** (full day care may be available)
May	31st	Memorial Day

** There will not be pre-school and pre-k classes during Kenton County's spring break. However, we will offer a Spring Break Camp for any parents who need full day care for their children. Spring Break camp is for children 3 (potty-trained) - 13 years. See your teacher or staff for prices and availability. Normal care will resume for After School and 1/2 Day Kinder Care Program Participants who do not attend Kenton County Schools.

Please remember to notify your child(ren)'s school about the days your child will be attending Silverlake Academy. We also ask that you remember to notify Silverlake Academy of all absences.

Silverlake Academy Program Fees 2009-2010

Pre-school and Pre-K (3 and potty-trained to 5 years)

<u>Full Day 7:00am-6:00pm (Weekly Payment)</u>			<u>1/2 Day (Weekly Payment)</u>			
	<u>Member</u>	<u>Non-Member</u>		<u>Time</u>	<u>Member</u>	<u>Non-Member</u>
Mon-Fri:	\$150.00*	\$170.00*	Mon-Fri:	9:00am-1:00pm	\$90.00*	\$110.00*
Mon/Wed/Fri:	\$120.00	\$140.00	Mon/Wed/Fri:	9:00am-1:00pm	\$70.00	\$90.00
Tues /Thurs:	\$90.00	\$110.00	Tues /Thurs:	8:30am-1:00pm	\$55.00	\$75.00

* \$10 sibling discount on full week programs.

After School and 1/2 Day Kinder (5-11 years)

<u>After School Only (Weekly Payment)</u>			<u>1/2 Day Kinder (Weekly Payment)</u>		
	<u>Member</u>	<u>Non-Member</u>		<u>Member</u>	<u>Non-Member</u>
5 Days:	\$60.00*	\$80.00*	5 Days:	\$80.00*	\$100.00*
4 Days:	\$55.00	\$75.00	4 Days:	\$70.00	\$90.00
3 Days:	\$50.00	\$70.00	3 Days:	\$60.00	\$80.00
2 Days:	\$45.00	\$65.00	2 Days:	\$50.00	\$70.00

* \$10 sibling discount on full week programs.

Full Day Camp

Add on Full Day Camp
7:00am-6:00pm

<u>Enrolled</u>	<u>Not Enrolled</u>
\$25	\$40

Meal Plan (Breakfast and Lunch)

Breakfast	\$2.50	Lunch	\$3.50
Both Breakfast and Lunch		\$5.00	

How to pay for meals: 1. Put the appropriate amount of money in an envelope with your child's name on it and give it to their teacher/counselor or put it in their backpack. 2. Put money on a gift card, (available at the front service counter), write your child's name on it and give it to their teacher/counselor. 3. Charge on account. Members can set up their account to allow on account charges. See the front service counter for appropriate paperwork. Please let your child's teacher/counselor know if they are able to charge on account.

All prices are subject to change.

2009-2010

Front Counter Payment Schedule/ Full Day Camp Schedule

Front Counter Payment due on this date	For program week of	Full Day Camp offered 7:00am-6:00pm
August 10th	August 17th-21st	
August 17th	August 24th-28th	
August 24th	Aug. 31st-Sept. 4th	
August 31st	September 8th-11th	
September 8th	September 14th-18th	
September 14th	September 21st-25th	
September 21st	Sept 28th-Oct 2nd	
September 28th	October 5th-9th	October 8th & 9th
October 5th	October 12th-16th	
October 12th	October 19th-23rd	
October 19th	October 26th-30th	
October 26th	November 2nd-6th	
November 2nd	November 9th-13th	
November 9th	November 16th-20th	
November 16th	November 23rd-24th	November 25th
November 23rd	Nov 30th- Dec 4th	
November 30th	December 8th-11th	
December 7th	December 14th-18th	Dec 21st & 22nd
December 28th	January 4th-8th	
January 4th	January 11th-15th	

Front Counter Payment due on this date	For program week of	Full Day Camp offered 7:00am-6:00pm
January 11th	January 18th-22nd	January 18th
January 18th	January 25th-29th	
January 25th	February 1st-5th	
February 1st	February 8th-12th	February 12th
February 8th	February 15th-19th	February 15th
February 15th	February 22nd-26th	
February 22nd	March 1st-5th	
March 1st	March 8th-12th	
March 8th	March 15th-19th	
March 15th	March 22nd-26th	
March 22nd	March 29th-April 2nd	
March 29th	April 5th-9th	April 9th
April 5th	April 12th-16th	April 12th-16th
April 12th	April 19th-23rd	
April 19th	April 26th-30th	
April 26th	May 3rd-7th	
May 3rd	May 10th-14th	
May 10th	May 17th-21st	May 18th
May 17th	May 24th-28th	
May 24th	June 1st-4th	No Pre school/Pre-k

To Register for Full Day Care:

Sign up at the front service counter or call to reserve a spot. Pay upon registration or let us know to auto withdraw the cost from your account. If you are not enrolled in a Silverlake Academy program, you must fill out all appropriate paper work, supply immunization records and pay in order to register. See the front service counter for appropriate paper work.

Registration and Payment

To register, please complete all forms and pay the down payment.

Down payment is the first full week of tuition per child.

We must have credit card information upon registration.

Payment is due one week prior to the week you are paying.

If payment is not received by the due date your credit card will be charged and \$15 fee will be assessed.

Automatic withdraw payments will be taken out on the Monday of the week you are paying.

Absolutely NO credits or refunds given for absences.

Returned Checks: A \$32 fee will be charged for any returned checks. Accounts that are delinquent may result in suspension or termination from Silverlake Academy without refund. A one week vacation period may be taken once per school year. A school year is defined as 35 weeks of pre-school/pre-K and 37 weeks of Half Day Kinder care/After School Program. A parent does not need to pay for this requested vacation period. Days used must be consecutive and must be in the same days as normally attended. Any additional time off would be charged at the regular rate.

All fees are calculated based on 35 weeks of pre school/pre-k and 37 weeks of Half Day Kinder Care/After School Program. We have set annual fees in accordance with the schedules that accommodate your needs and divided these fees into 35/37 equal weekly installments. There are no pro-rations for weeks with Holidays. The tuition also remains the same for weeks with closings due to Professional Development and Teacher In-Service Days. These closing days may be different for each program and are listed on page 5 of the Parent Handbook.

Required Supplies

The supplies pertaining to your child's age group must be provided as needed by the child's parent or legal guardian. PLEASE LABEL EACH SUPPLY ITEM WITH YOUR CHILD'S NAME.

Pre-School (3 (potty-trained - 5 years)

- (1) Extra set of clothes
- Small pillow and Blanket in a bag (full day care only, must take home at the end of every day)
- Backpack
- Pack of wet wipes
- children should wear clothes that can get dirty

After School Program

- Please remember to notify your child(ren)'s school about the days your child will be attending Silverlake Academy
- We also ask that you remember to notify Silverlake Academy of all absences
- Please bring a swim suit and towel everyday
- Wear clothing that can get dirty and gym shoes that are comfortable with socks
- Belongings should be brought in a backpack or bag labeled with their name and phone number
- Please do not bring electronic items, trading cards etc. Silverlake is not responsible for lost or stolen items

Example Schedule After School Program

2:30-3:30p	Arrival from school, after school snack
3:30p-4:15p	Swimming, gymnastics, outside play, homework
4:15-5:00p	Kid's Quest, Kid's Zone, homework, games in gym
5:00p-pickup	Homework, board games, card games, small group activities

Example Schedule Pre-school Program

7:00-9:30a	Drop off in Kid's Club, free play, breakfast at 8:15a
9:30-10:30a	Art room
10:30-11:30a	Skills and centers room
11:30-12:00p	FunNastics, music or gym
12:00-12:30p	Lunch
12:30-1:00p	Kid's Quest, gross motor free play
1:00p	pick up for half day students in Kid's Quest
1:00p-3:00p	Nap or quiet time
3:15-3:45p	Snack
3:45-4:30p	FunNastics, park, outside play, games in gym, swimming
4:30-5:15p	Kid's Quest, swimming, games in gym

Payment Form Silverlake Academy

Child's Name: _____

Step 1: Select Program

Program	Description	Days	Member	Non-Member	Total
			Per week	Per week	
Pre-school and Pre-K	Full Day 7:00a-6:00p	Mon-Fri	\$150	\$170	
Pre-school and Pre-K	Full Day 7:00a-6:00p	Mon/Wed/Fri	\$120	\$140	
Pre-school and Pre-K	Full Day 7:00a-6:00p	Tues/Thurs	\$90	\$110	
Pre-school and Pre-K	1/2 Day 9:00a-1:00p	Mon-Fri	\$90	\$110	
Pre-school and Pre-K	1/2 Day 9:00a-1:00p	Mon/Wed/Fri	\$70	\$90	
Pre-school and Pre-K	1/2 Day 8:30a-1:00p	Tues/Thurs	\$55	\$75	
After School	5 Days till 6:00p	Mon-Fri	\$60	\$80	
After School	4 Days till 6:00p	Circle days: M T W Th F	\$55	\$75	
After School	3 Days till 6:00p	Circle days: M T W Th F	\$50	\$70	
After School	2 Days till 6:00p	Circle days: M T W Th F	\$45	\$65	
1/2 Day Kinder Care	5 Days till 6:00p	Mon-Fri	\$80	\$100	
1/2 Day Kinder Care	4 Days till 6:00p	Circle days: M T W Th F	\$70	\$90	
1/2 Day Kinder Care	3 Days till 6:00p	Circle days: M T W Th F	\$60	\$80	
1/2 Day Kinder Care	2 Days till 6:00p	Circle days: M T W Th F	\$50	\$70	

Step 2: Select payment option

1. Auto Withdraw Payments (fill out auto withdraw sheet in parent handbook, page 10)

Down payment (First week of tuition, subsequent payments will be withdrawn on the Monday of week attending)	Amount _____
Date paid : _____ Employee initials _____ <input type="checkbox"/> check # _____ <input type="checkbox"/> Credit Card type _____ <input type="checkbox"/> Cash	

2. Front Counter Payments

(credit or debit card information must be provided, see pay schedule in parent handbook, page 7)

Down payment (First week of tuition, subsequent payments will be due the Monday prior to the week attending)	Amount _____
Date Paid: _____ Employee initials _____ <input type="checkbox"/> check # _____ <input type="checkbox"/> Credit Card type _____ <input type="checkbox"/> Cash	
Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express <input type="checkbox"/> Discover	
Credit Card Number	Expiration Date
Security Code	
Name as it appears on the Credit Card	Signature



Silverlake Academy 2009-2010 Credit Card Authorization Form

Child's Name:

Automatic Credit Card Withdraw Cardholder Information Form

First and Last Name	
Mailing Address	
City, State, Zip	
Phone Number	
Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Amex
Credit Card Number	
Expiration Date	
Name as it appears on card	
Security Code (3 digit code on back of Visa, MC, or Disc) (4 digit code on front of Amex)	
Today's Date	
Cardholder's Signature	I authorize Silverlake Academy to charge payments to my credit card.

Auto pay credit card withdraw

This option automatically charges a credit card on file with Silverlake Academy. Payment is applied toward 1 week of your child's program tuition. Your credit card will automatically be charged on the Monday of the program week you are registered. Up to a \$32.00 fee will be assessed for a credit/debit card draft as a result of insufficient funds, account closure or similar circumstance.

Dear Parent or Guardian:

As a participant in The Silverlake Academy After School Program and/or ½ day Kinder Care, your child will be involved in transportation from St. Joseph School or R.C. Hinsdale to Silverlake, The Family Place.

Date: August 11th, 2008-May 30th, 2009

Departure:	St. Joseph School 2470 Lorraine Court Crescent Springs KY 41017 (859) 578-2742	R.C. Hinsdale 440 Dudley Pike Edgewood KY 41017 (859) 341-8226	St. Pius X 348 Dudley Pike Edgewood KY 41017 (859) 341-4888	River Ridge Elementary 2772 Amsterdam Road Villa Hills KY 41017 (859) 341-5260
Destination:	Silverlake, The Family Place 301 Kenton Lands Road Erlanger KY 41018 (859) 426-7777			

	St. Joseph 1/2 day Kinder	R.C. Hinsdale 1/2 day Kinder/ After School	St. Pius X After School Care	River Ridge Elementary
Departure Time:	12:15 pm	11:36 am/ 3:21 pm	1:50 pm	11:41 am
Time of Return:	12:30 pm	12:00 pm/ 3:40 pm	2:10 pm	12:00 pm

Method of Transportation: Ford Expedition

Designated Supervisors: Silverlake, The Family Place Staff and Camp Counselors

If you would like your child to participate in these activities please complete, sign and return the following statement of consent, release of liability and permission for medical treatment.

Copy and return original to Silverlake The Family Place upon registration and payment of Silverlake Academy.

PARENT'S PERMISSION AND INDEMNITY

I/we hereby request that my/our child _____ be permitted to participate. I/we understand that this activity will take place away from Silverlake, The Family Place's grounds and that my/our child will be under the supervision of Silverlake, The Family Place personnel on the dates specified. I/we release and agree to indemnify Silverlake, The Family Place and its representatives from liability for any accident in which my/our child may be involved or any injury to my/our child which may occur in connection with these activities. I/we consent to the conditions for participation in these activities including the method of transportation.

I/we authorize the above named designated supervisors to seek necessary medical treatment by a duly-licensed doctor or hospital for my/our child, except that surgery shall require the opinion of at least two doctors. I/we agree to assume any and all medical costs incurred.

I/we agree to assume all transportation costs should it be necessary for my/our child to return home for medical, disciplinary or other reasons.

I/we recognize that I/we remain fully responsible for any legal liability resulting from personal action by my/our child.

Parent/Guardian _____ Date _____