

**Before School Care &
Afternoon Enrichment Program**



DIGITAL DISCOVERY CENTER

at Pembroke Kids
32900 Pin Oak Parkway
Avon Lake, OH 44012
440-933-3782

<http://www.pembrokekids.com>
steve@pembrokekids.com

**REGISTRATION FORM
2009-2010**

Child's Name _____ Sex: BOY GIRL DOB: ____ / ____ / ____
Last First Preferred Sex: Mo. Day Year

Street Address _____ Home Phone: _____

City _____ State _____ Zip _____ School Attending: _____ Grade: _____

Mother: _____ Home Phone: _____ Cell: _____

Work Phone: _____ Email Address: _____

Father: _____ Home Phone: _____ Cell: _____

Work Phone: _____ Email Address: _____

Referred By: _____ Returning Family? New Family?

Does your child have any special needs or medical conditions that we should be aware of? _____

IMPORTANT INFORMATION:

Before School Care and Afternoon Enrichment Hours - Grades K-6 – 6:30 a.m. – 8:30 a.m. and 2:30 p.m. – 6:00 p.m.

The Digital Discovery Center at Pembroke Kids follows the Avon Lake public school calendar. We are closed when Avon Lake Schools are closed due to bad weather or other unforeseen circumstances. Scheduling is individualized, and there is no registration fee or activity fee. Students can attend for one or more days per week based upon availability. Spaces are limited.

The Pembroke Kids Child Development Center school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

The Pembroke Kids Child Development Center school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

SIGN IN / OUT POLICY

A Parent/Guardian or other authorized adult must sign each child in/out of the Center every session. The only people that your child will be released to are those you have listed on the CHILD ENROLLMENT AND HEALTH INFORMATION FORM (ODJFS form 01234). If someone other than a parent will pick up your child, please give us prior written notice. If there is an emergency and no one on your list can pick up your child, the primary parent/guardian must call **440-933-3782** to give permission for another adult to pick up the child, or send a signed note of authorization with that person who must present a photo ID. Please be on time to pick up your child! Students arriving via school bus will be met and signed in by the Director. They must also have a signed Bus Arrival Form on file.

ABSENCES

Please call **440-933-3782**, before 12:00 PM NOON and leave a message if your child will be absent. Please be specific, stating your child's full name and the day of the session. If we do not receive a message from you, we will try to verify the absence by phone. This is especially important if your child arrives via school bus.

ILLNESS OR INJURY AT THE DIGITAL DISCOVERY CENTER

If your child is ill or injured at The Digital Discovery Center, we will notify you as soon as possible so you may pick up your child. If you are not available, we will call the emergency contacts on your child's information form (please keep this information current). In an emergency, we will call emergency personnel. Medications: You must inform us if your child is carrying or self administering medication of any kind and ODJFS Form 01217 must be filled out and kept on file at the Center. PLEASE NOTE: Our staff has current Red Cross training in infant/child CPR and First Aid.

Parent/Guardians must sign the Give Permission to Transport section of the CHILD ENROLLMENT AND HEALTH INFORMATION FORM (ODJFS form 01234) giving the Center permission to transport your child to an area clinic or hospital in the case of a medical emergency.

WHAT TO BRING TO THE DIGITAL DISCOVERY CENTER

For children attending After School Enrichment, you can send a suitable snack marked with your child's name each day. Please do not send perishable items (milk, mayonnaise, etc.), since refrigeration may not be available. Please leave all valuables at home (jewelry, watches, toys, CD players, etc.). Please do not bring your own LEGO sets or parts without permission. Computers, Walkmans, iPods, CD players, video games, trading cards, skateboards, etc. are not permitted at the Center without permission. They will be confiscated and returned to the parents at the end of the day. Center staff will not be responsible for any valuables or money lost or stolen.

TUITION

TUITION, PAYMENTS, AND REFUND POLICY

First month's tuition is due at time of registration. There are no registration or activity fees. Tuition is divided into 9 payments, September – May, due in advance on the first day of attendance each month. Mid-month enrollment tuition will be pro-rated. Siblings receive a 10% discount. The make up of vacation, or other missed days is not possible, however, requests for refunds or credits due to a significant illness injury or personal issues will be considered, and must be made via email or in writing.

	Before School Only		After School Only		Before & After School	
	Weekly	Sept-May	Weekly	Sept-May	Weekly	Sept-May
1 Day	\$10	\$40	\$20	\$80	\$25	\$100
2 Days	\$20	\$80	\$36	\$144	\$50	\$200
3 Days	\$30	\$120	\$48	\$172	\$70	\$280
4 Days	\$40	\$160	\$60	\$240	\$80	\$320
5 Days	\$50	\$200	\$70	\$280	\$100	\$400

DIGITAL DISCOVERY CENTER HOURS

Your child can attend for one or more days per week in the Am, PM or AM & PM. **Before School Care** begins at 6:30 AM and lasts until children are picked up by bus. **After School Enrichment** begins at 2:30 PM and lasts until 6:00 PM. Arrival times are flexible. You must pick up your child no later than 6:00 PM each day.

Avon Lake residents must call the School District Transportation Department at 440-933-9802 to make bussing arrangements.

Check the appropriate boxes below.

Fill in the beginning date: _____

Before & After School	Monday	Tuesday	Wednesday	Thursday	Friday
Before School					
Afternoons: 2:30–6:00					
Before School & Afternoons 2:30 – 6:00					

Monthly Tuition: _____ - 2nd Child Discount (10%): _____ Total Monthly Tuition: _____

Thank you for enrolling your child. Please sign below and return this form along with an Ohio Department of Jobs and Family Services Child Enrollment and Health Information Form (JFS 01234). to the Digital Discovery Center at Pembroke Kids. You will receive confirmation of your registration and a statement of charges and payments for your records

Parent/Guardian Signature: _____ Date: _____