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**400 Progress Drive**

**Cottage Grove, WI 53527**

**(608) 839-0297**

**Thank you for your interest in the Summer School Age Program!**

**If you are interested in signing up for FULL TIME School Age Summer Care, please fill out the Application for Summer Care form, review our code of conduct, field trips and our contract. In addition, all our policies are listed on our website, which do apply to this program as well.** [**www.creativekidsnurseryanddaycare.com**](http://www.creativekidsnurseryanddaycare.com)**.**

**On May 8,2023 we will accept and consider all part time applications, if there are available spots**. Part time spots must be the same days, weekly.

Applications will be reviewed, and we will reach out to you if there is a spot available for your child within 2 weeks of submission.

**Welcome to the Summer School Age Program 2023**

We have planned some exciting weekly trips for our school- age kids this year in addition to our other daily activities. This year, again, we have a younger group of kids, mostly consisting of ages 5-9. The School Age Summer Program is for children who have completed 4K thru age 10. Our top priority is to fill the needs of our kids that are currently enrolled, so you will notice that this year’s field trips are geared towards these ages. The full time **weekly tuition rate of $319** ( 2nd child discount $287) **includes ALL of the listed field trips. Upon acceptance, we require a signed contract, all summer paperwork and non refundable $25 enrollment fee and ½ week tuition down.** Listed below are the planned trips for the summer. Please keep this schedule handy so that you may refer to it over the summer. *( Dates below will be included on form once you are enrolled and not available to the general public)*

**Time Where Other info.**

10:30am-2:30pm **Chuck E. Cheese**

TBD **MOVIE: Elemental \*may bring extra money**

12:30pm-4:30pm  **Monona Outdoor Pool swim suit and towel**

8:40am-1pm  **Prairie Kids Club & Lunch Socks**

12:30pm-4:45pm  **Urban Air**

8:45am-4:45pm  **Country Bumpkin- WI Dells Brown Bag Lunch & Walking Shoes**

9:20am-2:45pm **Crawdaddy Cove Swim suit & towel**

12:40pm-4:45pm **Children’s Museum**

12:30am-4:30pm  **Sun Prairie Aquatic Center Swim suit & towel**

12:30pm-4:15pm **Sun Prairie HS Pool Swim suit & towel**

8:40am-1pm Prairie Kids Club & Lunch Socks

10:30am-2:30pm **Chuck E. Cheese**

TBD **?**

**1**

**Please note:**

**Times will vary**. Listed on page 1 are when we leave the center and arrive back to the center.

**Snacks and lunches**. Snacks will always be provided on field trips and included in the price. Lunch will also be provided for full day trips, unless it is indicated that you will need a brown bag lunch. Popcorn and a drink will be provided on the movie days. If you would like to send extra money for candy. please make sure it is in a baggie with your child’s name on it.

**Swimming**. If your child is unable to swim, we would appreciate it if you would send a life jacket or water wings.

**Library.** We will be visiting the library every couple weeks. Kids will be required to have a library card to check out books that are age appropriate for reading time at daycare.

**In addition to the scheduled field trips, we may also take excursions to any or all of the following places:**

 \*Sun Prairie Kid’s Park \*Monona Dream Park \***All** Cottage Grove Parks

 \*Deerfield Splash Park \*Deerfield Dream Park \*Mc Donald’s

These field trips are part of the School-Age Summer Program and are included in the price. If you do not want your child to go on these trips, you will need to find alternate care. The entire class will be gone on these trips.

We would like all kids to have a swim suit and towel available daily. We would like to be able to go to splash parks, play in water at the center, etc. at the spur of the moment.

We do our best to go on all planned trips, but “mother nature” can interfere with our plans. Please note the field trips may be cancelled or changed very last minute due to staffing, weather or a variety of other reasons. If we need to change the location of a trip, change the times, or reschedule to another date, you will be notified.

SUMMER SCHOOL & SUMMER CAMPS: We prefer children to NOT be in alternate summer programs that over lap with ours, as this is often disruptive to our own program.

**If you are interested in signing up for our School Age Summer Care, please fill out this Application for Summer Care form, review our code of conduct, field trips and our contract. In addition, all of our policies are listed on our website, which do apply to this program as well.** [**www.creativekidsnyseryanddaycare.com**](http://www.creativekidsnyseryanddaycare.com)**.**

**On May 8,2023 we will consider all part time applications, if there are available spots**. Part time spots must be the same days, weekly.

2 days per week **$219 wkly.** *($197 2nd child)*

3 days per week **$254 wkly.** *($229 2nd child)*

4 days per week **$284 wkly.** *($256 2nd child)*

5 days per week **$319 wkly.** *($287 2nd child)*

 **2**

  **2023 Summer Attendance & Payment Contract**

**Creative Kids Nursery & Daycare- School-Age Summer Program**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. I understand that the hours listed below are my contracted days and I am responsible for weekly payment of the contracted fees despite actual attendance. Additional charges will apply for additional days, however. Fees are due on the first day of service in a given week. Failure to do so may result in a $20.00 late fee. I understand that I will not receive adjustments in fees for absences, illnesses, scheduled center closings, or closing due to emergency/weather related closures.

2. I understand that if my schedule changes, that I may be subject to a $10.00 change of schedule fee. All changes in schedule, require at least a two week written notice. We allow for a 15 minute window on pick-up times. Children may be in care 10 ½ hrs. or less. Please choose a 10hr. time frame for your child’s care. You will be allotted 15 mins. On either side to equal the 10 ½ hour window. If you child is picked up more than 15 minutes late, you may be subject to a late fee of $1.00 per minute, unless this is due to a prescheduled field trip.

3. I am aware of my child’s scheduled hours at the center and agree to bring my child into the building to have them signed in and I will call in the event that my child will be absent. Children may not be “dropped off” to come in on their own under any circumstance.

4. A written notice from the parent/guardian of withdrawal from the center is required at least 2 weeks prior to the last day of attendance. Failure to comply will result in two week surcharge.

5. No vacation time is earned for the summer only program. If your child is enrolled year round, you will earn 5 days of vacation per year for full-time care, 4 days earned per year for 4 days per week enrollment, and so on.

6. I understand the Code od Conduct for the School Age Summer Program and understand my child and myself must abide by the items outline.

7. I understand that the hours indicated below are my child’s contracted hours in the 2023 School-Age Summer Program:



Time of morning drop off and evening pickup:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Drop-off** | Time:\_\_\_\_\_\_\_\_\_ | Time:\_\_\_\_\_\_\_\_\_ | Time:\_\_\_\_\_\_\_\_\_ | Time:\_\_\_\_\_\_\_\_\_ | Time:\_\_\_\_\_\_\_\_\_ |
| **Pick-up** | Time:\_\_\_\_\_\_\_\_\_ | Time:\_\_\_\_\_\_\_\_\_ | Time:\_\_\_\_\_\_\_\_\_ | Time:\_\_\_\_\_\_\_\_\_ | Time:\_\_\_\_\_\_\_\_\_ |

Based on the above hours, your weekly tuition rate for the weeks of June 12, 2023 thru August 25, 2023 ( the center will be closed July 31, 2023- August 4th 2023 tuition will not be due this week) is\_\_\_\_\_\_\_\_wkly**.** I understand that this rate will not increase/decrease during the summer program and does includes **ALL Field trips in the summer program**. I understand that by signing below, I agree to adhere to the above attendance, Payment Contract, code of conduct and will take appropriate steps if other arrangements need to be met.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**2023 Creative Kids Nursery and Daycare**

Code of Conduct for School Age Summer Program

It is the goal of Creative Kids (CK) Nursery and Daycare to provide a fun. loving, healthy, safe and secure environment for School Age ( SA) participants. Children who attend SA program are expected to follow the Code of Conduct below and to interact appropriately in a group setting.

* We are all responsible for our actions.
* We respect each other and our environment.
* Honesty will be the basis for all relationships and interactions. We will care for ourselves and those around us.
* No use of profanity, offensive language or name-calling will be tolerated.
* No physical aggression, e.g. hitting, kicking, pulling, fighting, spitting, etc.
* Be enthusiastic, thoughtful, open-minded, and involved.
* Be prepared for the day. (Make sure you have the appropriate clothing, shoes, etc. for the day. Look at your calendar as a reminder)
* Treat others as you would like to be treated.
* Listening & paying attention are mandatory for a safe and fun summer.
* Complete respect for all equipment, facilities, and grounds is expected.
* Cell phones and electronic devices may be used at the discretion of the teacher only

 

**Disciplinary Procedures:**

When a SA Program participant does not follow the Code of Conduct, we may take the following steps:

1. Staff will redirect the child to more appropriate behavior.

2. The child will be reminded of the behavior guidelines and SA Program rules, and a discussion will take place.

3. Jess and/or Liz will be notified of the problem and will meet with the child.

4. If the behavior persists, a parent will be notified of the problem.

5. If a problem persists and a child continues to disrupt the program, CK reserves the right to suspend or remove the child from the program. When field trips are involved, this may include a parent getting called to the location and picking up the child or the child being suspended from the next field trip. If either occurs, the parent will be required to find care for their child as it will not be available at CK.

The following behaviors are not acceptable and may result in the immediate and indefinite suspension of a SA program participant:

• Behaviors that endanger the health and safety of children and/or staff, volunteers and members.

• Stealing or damaging CK property, off-site (fieldtrips) , or other children’s personal property.

• Leaving the building or field trip location without permission.

• Continuous disruption of the program with consistent disrespect.

• Refusing to follow the behavior guidelines and/or rules.

• Acting in a lewd manner.

Children who are suspended, expelled, or whose illness prohibits participation must be picked up from daycare within 60 minutes of notification. CK reserves the right to modify, repeat, accelerate steps or not use the outlined processes as the situation demands.

Please review the above with your child and sign below that you and they understand and will follow the code of conduct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Child’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date **5**

**2023 Creative Kids Nursery and Daycare**

**--Summer Care Application—**

**If you are interested in enrolling in summer care with Creative Kids Nursery and Daycare, please submit the application by email ( emarshall.creativekids@charter.net) or in person at 400 Progress Drive. Enrollment will be prioritized by currently enrolled children, older siblings of currently enrolled children, full time care and then part time care.**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Gender: MALE or FEMALE**

**Grade entering in fall: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Concerns/Medical/Allergies:**

Are you in need if full time or part time care? FULL-TIME PART-TIME

Hours: Drop \_\_\_\_\_ Pick up\_\_\_\_\_ Days M T W R F

Do you know anyone that attends Creative Kids? What is/are their name(s) and what is your relationship to them? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent contact information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_