

# Kids Klub Enrollment

Mailing Address: 203 Concord St Suite 301, Pawtucket, RI 02860

Toll Free- 1-877-333-1393 Fax Number 401- 475-4832

Mary Ann Shallcross Smith, Ed.D, President~ Dr. Day Care

Today's Date \_\_\_\_\_ Start Date: \_\_\_\_\_  
Child's Name \_\_\_\_\_ Nickname: \_\_\_\_\_  Female  Male  
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Child's School \_\_\_\_\_ Home Telephone # \_\_\_\_\_  
To whom may we thank for referring you to our program? \_\_\_\_\_

## PARENT INFORMATION:

Parent/Guardian :	Parent/Guardian :
Name _____	Name _____
Address _____	Address _____
License# _____	License# _____
Health Insurance _____	Health Insurance _____
Coverage Number _____	Coverage Number _____
Employed By _____	Employed By _____
Business Telephone # _____	Business Telephone # _____
Home Telephone # _____	Home Telephone # _____
Cell Telephone# _____	Cell Telephone# _____
Email Address _____	Email Address _____

## **PARENT'S AUTHORIZATION OF OTHER PERSON (S) CHILD MAY BE RELEASED TO FOR DEPARTURES AND/OR EMERGENCIES:**

(Please note: Photo ID is required for pick up of your child)

❖ Name \_\_\_\_\_ Address \_\_\_\_\_  
License # \_\_\_\_\_ City/Town \_\_\_\_\_ State Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Relation to Child \_\_\_\_\_

❖ Name \_\_\_\_\_ Address \_\_\_\_\_  
License # \_\_\_\_\_ City/Town \_\_\_\_\_ State Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Relation to Child \_\_\_\_\_

❖ Name \_\_\_\_\_ Address \_\_\_\_\_  
License # \_\_\_\_\_ City/Town \_\_\_\_\_ State Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Relation to Child \_\_\_\_\_

Does your child have any special needs?  Yes  No Does your child have any allergies? If so please list here: \_\_\_\_\_

If yes to allergies, do we have permission to post allergies for staff notification at our center?  Yes  No

Are there any circumstances regarding your child's release?  Yes  No

Any special instructions, such as custody or restraining orders must be attached to this application and discussed personally with the director. All information will be kept confidential.

## **PARENT AUTHORIZATION FOR EMERGENCY TREATMENTS**

In consideration of the admittance, I \_\_\_\_\_ hereby authorized Kids Klub, Inc. to  
Parent

arrange for medical examination and/or treatment of my child, \_\_\_\_\_ should an emergency arise  
Name

at school or on a field trip. It is understood that a conscientious effort will be made by the school to contact me at the emergency numbers I have provided below, before any medical action is taken. I would prefer to have my child, if the need arises, taken to \_\_\_\_\_ (\*Choice of hospital may be limited by service of local rescue.)

\*Hospital

If your child is presently taking any medications, please list the name of the medication and dosage: \_\_\_\_\_

(If child will need to take medication while at Kids Klub, please request medication form from Director)

_____	_____
Parent Signature	Date

# Parent Agreement Contract

Start Date: \_\_\_\_\_ Child's Name \_\_\_\_\_ Site \_\_\_\_\_

- **Please fill in the hours needed for the program on the corresponding day (i.e. Tues 2:45-6:00pm).**

AM: Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_  
 PM: Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

\*The tuition for services will be: \$ \_\_\_\_\_ per week, based on the above schedule.

(Full-time child care shall not exceed 50 hours per week.)

√ which meals should be served	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
Lunch					
PM Snack					

- To secure a space for your child, a non-refundable registration fee and first week's tuition is required.
- A one time registration fee is \$35 per child/\$50 per family. An annual activity fee of \$33 per child/\$55 per family will be charged the 3<sup>rd</sup> week of September. *See Director for explanation of these fees.*
- **Weekly Method of Payment: (circle) Cash    Check    EFT**
- The tuition and registration payment is due on or before the first day your child begins care. Thereafter tuition is due the Friday before the upcoming week of service. If paying by check, please write your child's name on the memo portion of your check and the week your payment is for.
- Our billing system automatically charges a \$10.00 fee to any account not paid by closing Friday.
- Accounts in arrears may be subject to termination and parent/guardian is responsible for litigation.
- There will be a \$25.00 charge for all returned payments.
- Late departures after closing are subject to a one dollar per minute late fee. After closing, if Kids Klub is unable to contact you or the emergency contacts provided, local authorities will be called after a reasonable amount of time has passed.
- No child will be cared for when sick with an infectious illness, for the well being of your child, as well as others. Credit cannot be issued for a child who is out sick. For extended absences due to illness, parents may choose to use their one week's vacation credit. Please speak with site director or call our billing department (401-723-2277).
- When terminating a child's enrollment, a two-week notice must be given in writing to the site director. If no notice is given, your account will be billed accordingly.
- Vacation Credit School Age Programs - If a child is not attending during school vacation weeks; you will be charged ½ of your regular weekly tuition rate upon completion of vacation credit form. Parents are allowed 1 additional vacation week during the year at ½ of their regular tuition rate.  
 Vacation Credit Infant/Toddler/Preschool Programs - 2 weeks are allowed per year (Sep. – Aug.) at ½ of your regular tuition rate or you may have your child attend ½ time. See Director for more information.
- To maintain proper staff/student ratio, agreed upon dates and times on this contract can only be altered when another contract is completed.
- Please contact your Director ASAP if you need to change any of your personal information or schedule (Examples: emergency person, address, home/work telephone numbers, times, fees, medical info, etc)
- Kids Klub will be closed all Rhode Island holidays. The weekly tuition payments will remain the same. Note: part-time enrollees, if your child is scheduled to attend on a holiday another day cannot be substituted because of staff/student ratio. Our program policy is to remain open unless the Governor declares a state of emergency.
- Inclement Weather/ Professional Days/ Election Days- (this section is only applicable for children in our school age program) If Kids Klub is open for a full day in the event of inclement weather, teacher professional day or election day and your child normally attends either before or after school that day, you will be charged an additional \$15 to your regular rate if your child attends for the full day. If a child is not scheduled for a given day and requires full day care, they will be charged the daily vacation rate.
- I hereby release Kids Klub, Inc., its officers, directors, and employees from all liability for injury to my child, in excess of the amount payable under the insurance carried by Kids Klub Inc.

\_\_\_\_\_

**Parent Initials & Date**

\_\_\_\_\_

**Director's Initials & Date**

**Electronic Funds Transfer / Electronic Credit Card Charge  
Automatic Payment Agreement**

Child(ren)'s name(s) \_\_\_\_\_

\_\_\_\_\_ Kids Klub Site

**Payment Plan I – Automatic Bank Draft** (weekly draft from checking or savings account)

Print Name on the Account \_\_\_\_\_  Checking  
\_\_\_\_\_ Savings

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Name of Bank

\_\_\_\_\_ Routing Transit Number \_\_\_\_\_ Account Number (attach voided check)

\_\_\_\_\_ Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Plan II – Credit Card** (weekly charge to credit card)

Type of account to be charged (check one):  Discover  MasterCard  Visa

\_\_\_\_\_ Credit Card Number

\_\_\_\_\_ Expiration Date \_\_\_\_\_ 3 Digit Security Code from Back of Card \_\_\_\_\_

\_\_\_\_\_ Name as it Appears on the Account

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

**Bank Authorization**

I authorize Kids Klub, Inc./Dr. Day Care to deduct \$ \_\_\_\_\_ on Friday of each week prior to the week of service from my account with the financial institution named above for payment of my weekly child care tuition. I understand that I have the right to stop these automatic payments upon 14 days written notice to Kids Klub, Inc./Dr. Day Care prior to the time my account is charged. I also understand that Kids Klub, Inc. reserves the right to end this payment plan and my participation therein. I understand that transactions returned unpaid by my financial institution will result in a \$25 returned fee being added to my Kids Klub Inc./Dr. Day Care account.

Please start with the billing cycle beginning \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year).

\_\_\_\_\_ Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Plan III** I will pay weekly on Friday to Director by cash or check \_\_\_\_\_

# Parent Authorization Page

**Field Trip Permission:** Field trips will be planned as part of the Kids Klub's Program for children over the age of 4. This will include walking to nearby areas as well as outdoor activities involving bus and/or van transportation. Every possible precaution will be exercised to assure the safety and welfare of your child. However, all authorized agents shall not be responsible, financially or otherwise, should any accidents occur. This checked box gives Kids Klub staff permission to take your Child on any field trips and participate in any special presentations (example: puppet shows, storytellers, etc.). **If any special circumstances, regarding field trips or presentations, apply to your child please notify your director in writing immediately.**  yes  no

**Hospital/ Emergency Permission:** I authorize Kids Klub to act as the agent of the parents in an emergency situation for the health and welfare of my child. I am responsible for the expenses involved if the services of a physician or hospital are required.  yes  no

**Photograph and Video Permission:** I give Kids Klub staff permission to take photographs and/or videos of my child for public relations and /or marketing purposes. Photos will remain archived at Kids Klub's Home Office and can be used for promotional purposes without notification.  yes  no

**School Department Permission:** (for school age children only) I give Kids Klub staff permission to obtain medical and federal food program forms from the elementary school's designee. I give Kids Klub staff permission to communicate with school department teachers/ staff regarding homework and tutoring assistance for my child.  yes  no

**Sunscreen Permission:** Kids Klub Staff has permission to apply sunscreen to my child.  yes  no  
Check one:

I will supply a labeled sunscreen for each of my children enrolled at Kids Klub.

The brand I will provide for my child's use is: \_\_\_\_\_

I understand that it is my responsibility to maintain an adequate supply of sunscreen for my child.

I would like Kids Klub to provide Rocky Mountain brand sunscreen (SPF #30) for my child for a fee of \$5.00 for the entire summer. The \$5.00 will be billed to my invoice in June of each year.

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## Child's Name

Kids Klub programs are designed to enhance and reinforce each stage of your child's development. If concerns or questions should arise regarding your child's participation, all parties will reach a solution. Kids Klub enjoys your child and provides a happy, healthy, educational and enriching environment for them and hopes to meet your expectations. Kids Klub does not discriminate on the basis of race, color, sex, handicap, religion or national origin. Kids Klub reserves the right at their sole discretion to refuse an application or dismiss a child from our program.

**If you have any concerns about any of the above listed, please make a note here.**

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\_\_\_\_\_  
**Parent Initials & Date**

\_\_\_\_\_  
Director's Initials & Date

## **CHILD'S PHYSICAL DESCRIPTION**

**Please fill in below or include child's photo here**

Child's Name \_\_\_\_\_

Eye Color \_\_\_\_\_

Hair Color \_\_\_\_\_

Height \_\_\_\_\_

Weight \_\_\_\_\_

Birthmarks \_\_\_\_\_

Bone Structure \_\_\_\_\_

Racial/Ethnic Identity \_\_\_\_\_

**In order to provide the utmost quality care for your child, please be sure to include in the following space provided any important information regarding your child (i.e. emotional, social, physical or behavioral information which would be important for us to know):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## **CHILDREN'S RIGHTS**

Children who enter our programs shall receive fair and equitable care from our staff. We believe that all children we service have the following rights:

- The right to be free from physical or mental abuse;
- The right not to be subjected to abusive language or abusive punishment; and
- The right to be in the care of adults who shall meet their health, safety, and developmental needs.

_____ <b>Parent Initials &amp; Date</b>
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_____ Director's Initials & Date
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## DHS Absenteeism Form Letter

(This form is to be filled out by families which receive the child care subsidy from the Dept. of Human Services.  
If you do not receive DHS financial assistance you do not need to fill out this form)

To Whom It May Concern:

During the week of \_\_\_\_\_

my child(ren) \_\_\_\_\_  
\_\_\_\_\_

did not attend Kids Klub, Inc. at \_\_\_\_\_ because of  
(name of site)

\_\_\_\_\_  
(reason for absence)

Sincerely,

\_\_\_\_\_  
(parent signature) (date)

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To Whom It May Concern:

During the week of \_\_\_\_\_

my child(ren) \_\_\_\_\_  
\_\_\_\_\_

did not attend Kids Klub, Inc. at \_\_\_\_\_ because of  
(name of site)

\_\_\_\_\_  
(reason for absence)

Sincerely,

\_\_\_\_\_  
(parent signature) (date)

# DHS Family Consent Form

(This form is to be filled out by families which receive the child care subsidy from the Dept. of Human Services.  
If you do not receive DHS financial assistance you do not need to fill out this form)

Today's Date: \_\_\_\_\_

To Whom It May Concern:

I \_\_\_\_\_ authorize the staff and members of the Kids Klub, Inc. to  
(parent name who is applying - please print)  
advocate on my behalf with officials at the Rhode Island Department of Human Services.

Further, I authorize the Department of Human Services to release and discuss any and all relevant information  
about my case with these representatives of the day care.

My child(ren) names: 1. \_\_\_\_\_ Certificate Number: \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

Please contact me with any questions or concerns.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Cell Phone Number

School Name & Address:

Health Care Provider Name and Address:

STATE OF RHODE ISLAND SCHOOL PHYSICAL FORM

Phone:

This form may substitute for any district-issued form. All districts must accept this form. General health examinations shall be documented in a standardized format with one copy available from the Rhode Island Department of Health or in any such format that captures the same fields of information (R16-21SCHO Section 8.4)

Student Name: Last, First, Middle, Date of Birth, Sex, Address: Street, Apt #, City, State, Zip Code, Home Phone

PLEASE COMPLETE ALL INFORMATION BELOW (May attach immunization transcript). The requested information is in accordance with the State of Rhode Island Rules and Regulations for: Immunization and Testing for Communicable Disease, School Health Programs, and Lead Poisoning Prevention. Website: www.rules.state.ri.us/rules

Table with columns for Immunizations: Hepatitis B, Diphtheria-Tetanus- Pertussis DTP/DTaP, Pneumococcal Conjugate PCV, Polio, Haemophilus Influenzae Type B Hib, Measles-Mumps-Rubella MMR, Varicella, Tetanus-Diphtheria-Pertussis Tdap, Tetanus-Diphtheria Td, Meningococcal. Includes checkboxes for history of disease and exemption reasons.

Immunization Exemption: Medical [ ] Religious [ ]
[ ] Hepatitis B [ ] DTaP [ ] PV [ ] Hib [ ] PCV [ ] MMR [ ] Varicella [ ] Td/Tdap

PHYSICAL EXAMINATION
Date of PE \_\_\_/\_\_\_/\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ BP \_\_\_\_\_
Please note any health problem, chronic health condition, or disability that may affect behavior or health at school:
ASTHMA: No [ ] Yes [ ] DIABETES: No [ ] Yes [ ] OTHER: \_\_\_\_\_
Significant Systems Findings: \_\_\_\_\_
ALLERGIES: No [ ] Yes [ ] (Please explain) \_\_\_\_\_ EPINEPHRINE AUTO-INJECTOR REQUIRED: No [ ] Yes [ ]
Treatment Plan: \_\_\_\_\_
MEDICATION (REQUIRED AT SCHOOL): No [ ] Yes [ ] (Please list) \_\_\_\_\_
Other medication(s) that may affect behavior or health at school: \_\_\_\_\_
RESTRICTIONS: Can participate in physical education: Fully [ ] With limitation [ ]
Can participate in sports: Fully [ ] With limitation [ ]

LEAD SCREENING (Required for children < 6 years of age only) Student is in compliance with lead screening requirements: Yes [ ] No [ ]
VISION SCREENING (Required for children entering kindergarten) [ ] Pass [ ] Failed and referred for comprehensive exam [ ] Not screened and referred for comprehensive exam
SCOLIOSIS SCREENING Yes [ ] No [ ]

TUBERCULOSIS (If required by school district) Date of TB test: \_\_\_/\_\_\_/\_\_\_

HEALTH CARE PROVIDER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ Revised 11-05 Director's Initials & Date

## WOMEN, INFANTS, AND CHILDREN

### (WIC)

Pregnant or postpartum women, infants, and children up to age 5 are eligible. You must meet income guidelines, and State residency requirement, and be individually determined to be at “nutritional risk” by a health professional.

To be eligible on the basis of income, your gross income (i.e., before taxes are withheld) must fall at or below 185 of the U.S. Poverty Income Guidelines:

WIC Income Eligibility Guidelines  
(Effective from July 1, 2010 to June 30, 2011)

Household Size	Annual	Monthly	Twice-Monthly	Bi-Weekly	Weekly
1	20,036	1,670	835	771	386
2	26,955	2,247	1,124	1,037	519
3	33,874	2,823	1,412	1,303	652
4	40,793	3,400	1,700	1,569	785
5	47,712	3,976	1,988	1,836	918
6	54,631	4,553	2,277	2,102	1,051
7	61,550	5,130	2,565	2,368	1,184
8	68,469	5,706	2,853	2,634	1,317
Each add'l member, add	\$6,919	\$577	\$289	\$267	\$134

A person or certain family members who participate in other benefits programs such as the Food Stamp Program, Medicaid, or FIP automatically meet the family income eligibility requirements.

This institution is an equal opportunity provider.

What are the benefits?

The following benefits are provided to WIC participants:

- Supplemental Nutritious foods
- Nutrition education and counseling at WIC clinics
- Screening and referrals to other health, welfare and social services

In most WIC State agencies WIC participants receive checks or food instruments to purchase specific foods each month which are designed to supplement their diets. WIC foods include iron-fortified infant formula and infant cereal, iron-fortified adult cereal, vitamin C-rich fruit and/or vegetables juice, eggs, milk, cheese, peanut butter, dried beans or peas, tuna fish and carrots. Special infant formulas and certain medical foods may be provided when prescribed by a physician or health professional for specified medical condition.



The WIC contact in Rhode Island is:

Ann Barone  
Chief, WIC Program  
RI Department of Health  
Cannon Building  
3 Capitol Hill, Room 302  
Providence, RI 02908-5097

Telephone: (401) 222-4623  
Toll free (in-state): 1-800-942-7434  
TDD: 1-800-745-5555

# MEAL BENEFIT FORM for Child Care

Discharge Date: \_\_\_\_\_

## PART 1. CHILDREN IN DAY CARE (USE A SEPARATE APPLICATION FOR EACH FOSTER CHILD)

Names of all children in care (First, Middle Initial, Last)	✓ if Foster Child	Date of Birth	Supplemental Nutrition Assistance Program (SNAP) or RI WORKS case # for any member of the household. If you list a case #, skip to part 4.

## PART 2. TOTAL HOUSEHOLD GROSS INCOME YOU MUST TELL US HOW MUCH AND HOW OFTEN

1. Name (List everyone in household, including foster children)	2. <u>Gross income</u> and how often it was received  <i>Examples: \$250/monthly \$400/twice a month \$125 every other week 190/weekly</i>				3. Check if <b>NO</b> income
	Earnings from work before deductions	Welfare, Alimony, Child Support	Pensions, Retirement, social security	Other	
1.					<input type="checkbox"/>
2.					<input type="checkbox"/>
3.					<input type="checkbox"/>
4.					<input type="checkbox"/>
5.					<input type="checkbox"/>
6.					<input type="checkbox"/>
7.					<input type="checkbox"/>
8.					<input type="checkbox"/>
9.					<input type="checkbox"/>

## PART 3. SIGNATURE AND SOCIAL SECURITY NUMBER (ADULT MUST SIGN)

An adult household member must sign the application. If Part 2 is completed, the adult signing the form must also list the last four numbers of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this form.)

*I certify (promise) that all information on this application is true and that all income is reported. I understand that the childcare program will get Federal funds based on the information I give. I understand that officials may verify (check) the information. I understand that if I purposely give false information, I may be prosecuted.*

Sign here: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number (last 4 numbers only): \_\_\_\_\_  I do not have a Social Security Number

## PART 4. CHILDREN'S RACIAL AND ETHNIC IDENTITIES (OPTIONAL)

Choose one ethnicity:

Hispanic or Latino  Not Hispanic or Latino

Choose one or more (regardless of ethnicity):

Asian  Black or African American  American Indian or Alaskan Native  Native Hawaiian or Other Pacific Islander  White

## DON'T FILL OUT THIS PART. THIS IS FOR OFFICIAL USE ONLY.

**Monthly Income Conversion: Weekly X 4.33, Every 2 Weeks X 2.15, Twice A Month X 2**

Total Income: \_\_\_\_\_ Per: \_\_\_ Week, \_\_\_ Every 2 weeks, \_\_\_ Twice a Month, \_\_\_ Month, \_\_\_ Year Household size: \_\_\_\_\_

Categorical Eligibility: \_\_\_\_\_

Eligibility: Free \_\_\_ Reduced \_\_\_ Denied \_\_\_ Reason: \_\_\_\_\_

Temporary: Free \_\_\_ Reduced \_\_\_ Time Period: \_\_\_\_\_ (expires after \_\_\_ days)

Determining Official's Signature: \_\_\_\_\_ Approval Date: \_\_\_\_\_

**Foster children are eligible for free meals regardless of household income. If you wish to apply for meals for a FOSTER CHILD living with you, follow these instructions:**

Part 1: List the child's name and date of birth.

Part 2: Skip this part unless you have other children in your family that you would like to see if they are eligible for free or reduced price meals.

Part 3: Sign the form. A Social Security Number is not necessary if you are only applying for benefits for a foster child.

Part 4: Answer this question if you choose to.

**If your household gets SNAP OR RIWorks, follow these instructions:**

Part 1: List each child's name, date of birth, and SNAP or RIWorks case number.

Part 2: Skip this part.

Part 3: Sign the form. A Social Security Number is not necessary.

Part 4: Answer this question if you choose to.

**ALL OTHER HOUSEHOLDS, follow these instructions (include all foster children in addition to family members):**

**Part 1:** List each child's name and date of birth attending this day care center.

**Part 2:** Follow these instructions to report total household income from last month.

**Column 1- Name:** List the first and last name of **each** person living in your household, related or not (such as grandparents, foster children, other relatives, or friends). You must include yourself. Attach another sheet of paper if you need to.

**Column 2- Gross income and how often it was received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the **gross income**, not the take home pay. **Gross income is the amount earned before taxes and deductions.** It should be listed on your pay stub, or your boss can tell you.

For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

**Column 3- Check if no income:** If the person does not have any income, check the box.

**Part 3:** An adult household member must sign the form and list the last four numbers of his/her Social Security Number, or mark the box indicated if he or she doesn't have one.

**Part 4:** Answer this question if you choose to. We request this information solely for the purpose of determining compliance with Federal civil rights laws, and your response will not affect consideration of your application.

By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

**Privacy Statement Act: This explains how we will use the information you give us.** The National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your children for free or reduced price meals (if the daycare program has a separate charge for meals) or the day care center may not receive maximum federal funds for providing a meal program (if the daycare program provides meals at no charge). The Social Security Number of the adult household member who signs the application is required unless you list the Food Stamp or FIP case number for all the children you are applying for, OR if you are applying for a foster child. You must check the "I do not have a Social Security Number" box if the adult household member signing the application does not have a Social Security Number. We WILL use your information to see if your children are eligible for free or reduced price meals, to run the program, and to enforce the rules of the program. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into misuse of program rules.

**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.** 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. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202)-720-6382 (TTY). USDA is an equal opportunity provider and employer.

In addition, the RI Department of Education does not discriminate on the basis of sexual orientation or religion. To file a complaint of discrimination with the RI Department of Education, write RI Department of Education, Director, Office of Equity and Access, 255 Westminster Street, Providence, RI 02903 or call 401-222-4600.

**Need low or no cost health insurance for your children? Call RiteCare at 462-5300 (462-3363 TTY)**

Dear Parent/Guardian:

Children need healthy meals to learn and to grow. This child care program provides meals everyday to all enrolled children. Your child is enrolled in a child care program participating in the USDA's CACFP through an agreement with our agency. Under this agreement, the child care center receives reimbursement for meals served to your child while in care. The amount of reimbursement received by the center depends on the eligibility status of the households of children in care. **Please return a completed Meal Benefit Form to the child care center.** Children enrolled in our center receive their meals at no separate charge, but the determination of eligibility category affects the amount of Federal funding received by the child care center.

Current Federal and State supported benefit programs meeting the criteria for categorical eligibility with an eligibility limit that does not exceed eligibility standards for free/reduced price meals are: the Supplemental Nutrition Assistance Program (SNAP) and RIWorks (formerly known as FIP). If your household currently receives benefits under SNAP or RIWorks, you need to list the child's name and SNAP or RIWorks case number on the form. You must also have an adult sign and date the form. **If you received a Direct Certification letter from the Department of Human Services, please give us a copy of the letter (or the actual letter) instead of completing a Meal Benefit Form.**

However, if your household does not receive benefits under SNAP or RIWorks, please complete the Meal Benefit Form and make sure you provide the names of all household members and their income by source and have an adult sign, date and provide his/her social security number, or indicate that the individual does not have a social security number at this time.

**Foster children:** For households with foster children, please refer to the instructions on How to Complete the Meal Benefit Form or contact us for additional information. A foster child is defined as a child that is formally placed by a State child welfare agency or a court, not a child placed in a home from informal arrangements.

**For all households:** You must include all people living in your household, related or not (such as grandparents, other relatives, foster children or friends). You must include yourself and all children living with you. Therefore, the income reported on the Meal Benefit Form must include the gross income of all members of your household, by source, for the prior month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as basis to make this projection.

You may apply at any time during the year if your household size goes up, income goes down, or if you start getting SNAP, RIWorks or other benefits. You should also notify us if you become unemployed and the loss of income during the period of unemployment causes your household income to be within the eligibility standards.

**Confidentiality of Information on the Meal Benefit Form:** We may inform officials of other child nutrition, health and education programs of the information on your form to determine benefits for those programs.

**Program Discrimination Clause:** In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

In addition, the State of Rhode Island, this institution is prohibited from discriminating on the basis of sexual orientation and religion. If you feel you have been discriminated against on the basis of sexual orientation or religion, write Rhode Island Department of Education, Director, Office of Equity and Access, 255 Westminster Street, Providence, RI 02903 or call (401) 222-4600.

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
Sponsor Representative Signature

\_\_\_\_\_  
Date

# Building For the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals that meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

## Meals

CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternative Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternative Grains or breads Fruit or vegetable

## Participating

### Facilities

Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

## Eligibility

State agencies reimburse facilities that offer non-residential day care to the following children:

- children age 12 and under,
- migrant children age 15 and younger, and
- youths through age 18 in afterschool care programs in needy areas.

## Contact

### Information

If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center  
Kids Klub, Inc.  
203 Concord Street, Suite 301  
Pawtucket, RI 02860  
401-723-2277

Healthy Schools! Healthy Kids!  
Child Nutrition Programs  
Office of Integrated Social Services  
RI Department of Education  
255 Westminster Street  
Providence, RI 02903  
401-222-4600



USDA is an equal opportunity provider and employer




Note: A standing order of non-aspirin/aspirin can be administered if dates and times of medicine is signed, dated, and supplied by parent. If this is a standard order, parent will be called before giving medication to child. Valid for six months only.



# Kids Klub, Inc.



Dear Dr. Day Care,

With the rising cost of child care tuition and the economy in such a slump do you have any ideas of how to save money in child care?

Signed,

Need Ideas for Subsidizing My Child Care Tuition.



Dear Need Ideas for Subsidizing My Child Care Tuition,

This is an excellent question and I highly suggest you begin by checking in with your work's Human Resource Department to see if they offer a FLEX /TASC plan know as a Dependent Care Assistance Account Program (DCAP). This is the very best way to save up to 25% per week on your child care weekly tuition.



One of the most beneficial ways to save on tuition and put it back in your pocket book is to utilize the Dependent Care Assistance Account (DCAP) through a company FLEX plan. The guidelines to a DCAP plan reported to me through Anthony Scorpio CPA, are: 1) children must reside in your home more than half the year and be under the age of thirteen and 2) are members of your household for whom you claim expenses on your federal income tax form 2441(Credit for Child and Dependent Care Expenses). The child care expenses are paid before federal income taxes or social security are withheld. The savings could be up to twenty-five percent of your child care expenses based on your tax bracket. Have a conversation as soon as possible with your employer **because this benefit usually begins on January 1st of each year so you can arrange for this benefit.**



Here are some other ways to save on weekly child care tuition payment:

### Scholarships

Check with your child care provider and ask if they are providing scholarships or if they know of local agencies that provide this type of financial assistance.

### Cabrini Fund

The Cabrini Fund is a scholarship program available to the general public from the Diocese of Providence. You can call 401.421.7833 to apply.

### Gift Certificates

Families who have grandchildren, relatives or friend's children in childcare should suggest at "gift giving time" (Christmas, Hanukah, birthday) that friends/family purchase a gift certificate from the child care center the child attends to assist in the tuition payments.

### Military Subsidy Program

The US military will reimburse child care centers full tuition of a child(ren) enrolled in their facility when a family member is deployed. The website is [www.naccra.org/militaryprograms](http://www.naccra.org/militaryprograms) to sign on for the free childcare subsidy.

Under the military subsidy, Rhode Island also offers a childcare subsidy for a child's family while a family member is deployed. When a parent is already utilizing the RI CCAP (childcare assistance program) before they are deployed they continue to be eligible for the childcare subsidy.