



building blocks
daycare ministry

2016 Winter Break Camp Registration

We are excited to invite you to join us for Winter Camp this year!

Both of these weeks of camp will be short weeks due to the holidays.

Register Soon to Ensure Your Child's Spot!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19	20	21	22	23	24
		Monster Golf	Brownsburg Bowling		BBDM Closed	Christmas Eve
25	26	27	28	29	30	31
Christmas Day	BBDM Closed		Movie *tba		BBDM Closed	New Year's Eve
January 1 New Year's Day	January 2 BBDM & ACSC CLOSED	3 BBDM is open Avon School resumes				





building blocks daycare ministry

2016 Returning Winter Break Application and Registration

Child Information:

Child's Name: _____ Age: _____ Grade: _____

Child's Allergies and/or Additional Information:

Parent Information:

Mother's Name: _____ Father's Name: _____

Cell Number: _____ Cell Number: _____

Work Number: _____ Work Number: _____

Emergency Contact (if parents cannot be contacted):

Name: _____ Phone Number: _____

My child will be participating in Building Blocks Daycare Ministry's Winter Break Camp program, December 19-22, 2016 and December 27-29, 2016. I understand the financial agreement stated in the BBDM parent handbook.

Parent Signature: _____ Date: _____

****BBDM financial agreement from the BBDM parent handbook attached****

On field trip days, children will need to be at BBDM and ready to leave with the group by 9:30am and will be returning by 3:30pm.

If not full time, please list dates that your child will be attending:

BBDM 2016 RETURNING WINTER CAMP TUITION SCHEDULE

*Please check the following:

_____ \$100 Dec. 19 – Dec 22 Monday – Thursday

(BBDM is closed Fri. Dec 23 per BBDM Parent Handbook)

_____ \$75.00 Dec 27, Dec 28, Dec 29

(BBDM is closed Mon. Dec 26, Fri. Dec 30, Mon. Jan. 2**per BBDM Parent Handbook)

_____ \$35 per day, specified days on application or in writing 2 weeks in advance

_____ \$50 per day, otherwise Drop-In rate, first-come first-serve

IMPORTANT

Completed 2016 Winter Camp Application and Registration due by December 14, 2016. Limited spots are available.

**Please read the financial agreement stated in the BBDM Parent Handbook and attached to this packet and then sign below stating that you agree to follow the financial agreement.

Child Name: _____

Parent Signature: _____

Date: _____



building blocks
daycare ministry

Building Blocks Daycare Winter Camp Field Trip Permission Slip

I give my child(ren) _____

permission to participate in Building Blocks Daycare Ministry Winter Camp Activities,
including transportation to and from the following: **(please initial each date and
activity):**

_____ **December 20, 2016 Monster Mini Golf, Avon**

_____ **December 21, 2016 Brownsburg Bowl, Brownsburg**

_____ **December 28, 2015 Movie, tba**

Parent's Signature

Date

**We will be back at BBDM by 4:00pm on field trip days

I. FINANCIAL AGREEMENT

Please see the Director for further information concerning the financial agreement.

1. Please put your child's name on your check each week.
2. On Monday of each week, your account will automatically be charged with your child's regular tuition fee.
3. If your child is part-time, you must pay for the days he/she is scheduled to come to the daycare, whether or not your child attends those days. The Part-time Financial Agreement is a minimum of 2 days per week. Child may not attend the daycare on days that are not scheduled, unless approved by the Director. An additional daily fee will be charged for extra days. If your child is scheduled Monday-Wednesday-Friday, then his/her place is reserved for those days, and a fee is due whether or not the child attends. Interchanging days within a current week is not permitted. Parents are required to confirm part-time days on a weekly basis due Friday before the following week. There are no free sick days at the daycare. If a space is reserved, the tuition must be paid to enable the daycare to continue reserving that place.
4. If it is not your child's scheduled day to come to the daycare and his class is going on a field trip, you may make special arrangements for the child to go, but you must pay the tuition for half-day (if the child is in our care for four hours or less). You must notify the office in advance if you choose this extra half-day for field trips.
5. From anniversary date to anniversary date, a full-time child at the daycare may take one week vacation without paying the tuition fee. To take this credit, parents must notify the office in writing (a form is available at the daycare office) two weeks in advance so your account will not be charged for that week. Part-time children also have a one week vacation during the year that can be used without charge. If your child comes Monday-Wednesday-Friday, they have a one week credit for three days. Vacation must be taken a week at a time (a day here and there is not permitted). If your child is in attendance at the daycare, there is no option to count that week as vacation and not pay the tuition. A child must not be in our care during a week counted as vacation credit. If the child is in our care, tuition will be charged.
6. Please notify the office two weeks in advance of withdrawal from daycare.
7. All full-time accounts are due and payable on Monday. All part-time accounts are due the Friday before the week of attendance. All cash must be given directly to the administrative personnel. Cash should never be put in the drop box or laid on a desk. Any account with an outstanding balance at noon on Friday will be charged a late fee.
8. Late Fees: An account is due on the first day a child attends and is deemed late if full payment is not received by noon on Friday of that week. The late fee is set at \$25.00.
9. Any account that becomes two weeks in arrears is required to be paid in full or the child will be removed from the daycare. If two non-sufficient funds checks are received, payment of the entire account is due immediately in cash. There is a fee for any non-sufficient funds checks.
10. A \$39.00 processing fee will be charged for all checks returned due to insufficient funds. After two checks have been returned we will require that payments be made with cash or money order.

11. Holidays: The daycare will observe the following Holidays and will not be open:

New Year's Eve	New Year's Day
Memorial Day	Independence Day
Labor Day	
Thanksgiving	Day-after Thanksgiving
Christmas Eve	Christmas Day

Holidays that fall on a Saturday will be observed on Friday and Holidays that fall on Sunday will be observed on Monday

It is requested that all children are picked by 2:00pm on Good Friday.

You are required to pay for these holidays according to your tuition schedule.

12. Hours: Building Blocks Daycare Ministry is open from 6:30 a.m. to 6:00 p.m., Monday through Friday In an effort to encourage timely pickup and control costs, parents who arrive after 6:00 pm will be charged the following late pick up fee. No exceptions.

6:01pm - 6:15pm - \$15.00

6:16pm - 6:30pm - \$30.00

6:31pm - 7:00pm - \$60.00

This fee will be charged to your account and due within 24 hours. Monies cannot be given directly to employees who have stayed late. Please note that any child not picked up by 6:31pm without prior communication and an arrangement being accepted by the daycare ministry must be reported to the proper authorities.