



Dear Future and Current Shack Neighborhood House Parents and Friends,

Welcome to The Shack Neighborhood House's before and/or after school programs. The Shack will be celebrating its' 95<sup>th</sup> Anniversary next year and we're proud of the impact we've had on our community. We hope your whole experience with The Shack will be a positive, happy, learning experience for you, your child/ren and our staff. Our main focus is to cultivate a fun and academically sound environment here at The Shack and each school that we serve.

The Shack after-school program is offered Monday through Friday throughout the school year. It provides a safe environment for children grades K-5 to receive academic support, recreation, nutritional, and social enrichment. We understand that there is a tremendous need for after school programs as a supplemental offering to children in our community and we seek to not only enrich the kids within our program, but to better prepare them for their future by having physical education programs that help children become more active and stay healthy. This is crucial because kids are required to build up their energy throughout the school day in order to learn in school and after-school their bodies need to let go of that energy. We do this in a way that involves clubs, team games, and activities to help them learn to socialize with others.

Along with this, we offer one on one tutoring and help with classwork. Our education component consists of programming that includes art, STEM, reading, and a chance for the students to open up. For this, we encourage the kids that participate in The Shack Neighborhood House programs to talk with their parents about his/her experience at the program on a regular basis. We envision that you will find they are doing many activities, learning, and experiencing new things.

One of our initiatives this year is to improve our family relationships by improving the way that we connect with our families. In order to help with this, we utilize an app-based sign in/out software that allows our staff to stay in real time connection with our families, attendance, and billing all on the same platform. Each parent will receive an invite to sign up for the Procure app, each parent will be provided a PIN that is required to pick up your child using this app.

We appreciate your interest and support in maintaining a quality experience for your child/children and look forward to working more with you and your family. Upon completing your forms, please email them to me at: [volunteer@the-shack.org](mailto:volunteer@the-shack.org). Shortly afterwards, I will email you with an acknowledgement of receipt of your forms and a confirmation of enrollment. Please do this by August 12, 2022.

Sincerely,

Alana Kpegba  
Director of Programs  
[volunteer@the-shack.org](mailto:volunteer@the-shack.org)  
(304) 599-5466 x100

## Important Things to Remember:

### ❖ **REGISTRATION IS FIRST COME, FIRST SERVE AND SPOTS ARE LIMITED**

- ❖ The Shack follows the Monongalia County School Calendar. We will hold after school programs on early release days at the schools, unless early release is due to weather or other emergency related reasons.
- ❖ In order to provide the wonderful programming that we have maintained throughout the years, the fees are subject to change.
- ❖ Start Times are as follows:
  - Eastwood-earliest drop off is 7:00am, all drop-offs must be no later than 7:30am
  - Mylan Park-earliest drop off is 7:30am
  - Ridgedale-earliest drop off is 7:30am
- ❖ Pick up times for ALL locations is by 5:30pm
- ❖ The Shack holds OSE days (Out of School Environment days) at the Shack Neighborhood House, located at 537 Blue Horizon Drive, Morgantown, WV 26501. On these days there are a variety of STEM, reading, and physical education activities that happen. The cost for these days will be \$20 per child and pre-registration will be required. The following dates are subject to change based upon the Monongalia County School 2022-2023 calendar:
  - September 1, 2022
  - October 14, 2022
  - November 21, 2023
  - February 13, 2023
  - April 5, 2023
- ❖ The Shack and the Before School/After School Care will be closed on the following holidays:
  - Labor Day-September 5, 2022
  - Thanksgiving-November 24, 2022
  - The day after Thanksgiving/Black Friday-November 25, 2022
  - Christmas Day-December 26, 2022
  - New Year's Eve-December 31, 2022
  - New Year's Day-January 2, 2023
  - Martin Luther King Day-January 16, 2023
  - President's Day-February 20, 2023
  - Good Friday-April 7, 2023
  - Easter Monday-April 10, 2023
  - Memorial Day-May 29, 2023
  - Fourth of July-July 4, 2023

## The Shack Neighborhood House Before and After School Fees 2022-2023

The following sliding fee scale will be used to determine the fees for the Shack Before and After School programs. As a non-profit organization these funds are used to support our before and after school programs at each site.

The fees are per child and will be billed per week regardless of your child's attendance. There is not a separate fee for before and after school, these fees are for attendance at both programs.

Income Level Family Size	Scholarship	\$10 per child/week*	\$30 per child/week*
2	\$0 – 20,460	\$20,461 – 44,330	\$44,331 – 85,250+
3	\$0 – 23,010	\$23,011 – 49,855	\$49,856 - 95,875+
4	\$0 – 25,560	\$25,561 - \$55,380	\$55,381 - 106,500+
5	\$0 – 27,630	\$27,631 - \$59,865	\$59,866 - 115,125+
6	\$0 – 29,670	\$29,671 - \$64,285	\$64,286 - 123,625+
7	\$0 – 31,710	\$31,711 – 68,705	\$68,706 – 132,125+
8+	\$0 – 33,750	\$33,751 – 73,125	\$73,126 – 140,625+

\* This fee is for BOTH before and after school, not a separate fee for each

**Please include a copy of the first page(s) of your 2021 Form 1040 US Individual Income Tax Return (sample attached) for all household members. We will use Line 11 - your adjusted gross income to determine your fees. Entire household income must be reported regardless of marital status.**



# Shack Neighborhood House, Inc. 2022-23 Before and After School Enrollment Application

Child's Information				
First Name:		Middle Name:		Last Name:
Family Size:				
Child's School				
<input type="checkbox"/> Eastwood Elementary	<input type="checkbox"/> Before School ONLY	<input type="checkbox"/> After School ONLY	<input type="checkbox"/> BOTH	
<input type="checkbox"/> Mylan Park Elementary	<input type="checkbox"/> Before School ONLY	<input type="checkbox"/> After School ONLY	<input type="checkbox"/> BOTH	
<input type="checkbox"/> Ridgedale Elementary	<input type="checkbox"/> Before School ONLY	<input type="checkbox"/> After School ONLY	<input type="checkbox"/> BOTH	
<input type="checkbox"/> Mason Dixon Elementary - After school ONLY				
Date of Birth:		Sex/Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Height & Weight:
Home Street Address:		City:	State:	Zip:
Parent/ Guardian Information				
Parent/ Guardian 1				
First Name:		Last Name:		Relationship to child:
Home Phone:			Cell Phone:	
Email Address:				
Home Street Address:		City:	State:	Zip:
Employer:			Work Phone:	
Parent/ Guardian 2				
First Name:		Last Name:		Relationship to child:
Home Phone:			Cell Phone:	
Email Address:				
Home Street Address:		City:	State:	Zip:
Employer:			Work Phone:	

This information helps us to understand the family dynamics as well as who we should consider to be our customer.

Parent Status-Parents are:     Single     Married     Separated     Divorced     Other

Who is enrolling the child?

- Parent/ Guardian 1
- Parent/ Guardian 2
- Other

If other, enrolling person's name

Who is responsible for payment?

- Parent/ Guardian 1
- Parent/ Guardian 2
- Other

If other, responsible person's name

Is there any legal paperwork pertaining to your child that we should be aware of? (This can include custody agreements, IEP paperwork, etc.)     YES     NO

If yes, please explain.

# Emergency Contacts/ Release Authorization

## Emergency Contact Information

- The people listed in this section will only be allowed to pick up and drop off the child, they will not be allowed to view, make changes to the child's file, or receive any information pertaining to your child. They must be over the age of 18 and will be contacted if parents/guardians cannot be reached in the event of a medical or other emergency. Each person should be listed individually.
- Your child will only be released to the people listed on this form. If you want a person who is not already on this list to pick up your child even for one day, please notify our staff in writing. The written request must include the name and ID number of the person authorized to pick up your child. Your child will not be released without prior authorization.
- For the safety of all children and staff: We request that any authorized pick-up person provide staff a photo ID at the time of pick up.

### Emergency Contact Person #1

First Name:	Last Name:	Relationship to child:	
Cell Phone:		Home phone:	
Work Phone:		Email Address:	
Home Street Address:	City:	State:	Zip:
ID State:	ID Number:		

### Emergency Contact Person #2

First Name:	Last Name:	Relationship to child:	
Cell Phone:		Home phone:	
Work Phone:		Email Address:	
Home Street Address:	City:	State:	Zip:
ID State	ID Number		

### Authorized Release Person #1

First Name:	Last Name:	Relationship to child:	
Cell Phone:		Home phone:	
Work Phone:		Email Address:	
Home Street Address:	City:	State:	Zip:
ID State	ID Number		

Authorized Release Person #2			
First Name:	Last Name:	Relationship to child:	
Cell Phone:		Home phone:	
Work Phone:		Email Address:	
Home Street Address:	City:	State:	Zip:
ID State	ID Number		
Authorized Release Person #3			
First Name:	Last Name:	Relationship to child:	
Cell Phone:		Home phone:	
Work Phone:		Email Address:	
Home Street Address:	City:	State:	Zip:
ID State	ID Number		

# Consents and Agreements

**My initials on each statement indicate my understanding and agreement:**

## Transportation/ Off site and Outdoor Play

1. I give The Shack permission to take my child outside daily as part of the scheduled curriculum.

## Tuitions and Associated Fees

1. I agree to pay a tuition rate as outlined by The Shack. This rate is subject to change and will be adjusted due to tuition increases upon thirty (30) days prior written notice or scheduled program changes.
2. I agree to pay a non-refundable application fee at the time of enrollment. If I withdraw my child, his/her position may be filled by someone on the waiting list. If I choose to re-enroll, I agree to pay a new application fee and understand re-enrollment is contingent on available classroom space.
3. I agree to pay an annual re-registration fee each year.
4. There is no tuition deduction for illness, holidays, or when The Shack is closed due to weather-related emergencies, acts of God, or other circumstances beyond the control of The Shack, including but not limited to power, gas or water outages, and states of emergency.
5. Should a check be returned for insufficient funds, a fee will be assessed to my account. If more than two checks are returned within a six-month time period due to insufficient funds, payment must be made by certified check or money order for a period of six months.
6. Payment transactions by credit card will be assessed a surcharge.
7. A late fee of \$1.00 per minute per child will be charged if my child is in care past the normal operating hours. This fee will be paid to the childcare center when I pick my child up after normal operating hours. If my child is in care more than 15 minutes after closing, every attempt will be made to locate the emergency contacts. If contact cannot be located within one hour, Child Protective Services may be contacted.
8. I understand I will be responsible for the weekly tuition for any reversal of my decision around program changes or dis-enrollment that happens within a two-week period of the last day of care.
9. I agree that if my account balance remains unpaid for thirty (30) days, I will be assessed a finance charge of 1½% per month on the amount outstanding. If any payment or other charge is not made when due, in addition to other remedies available to the childcare center, the childcare center reserves the right to take legal action to collect all charges due, and may also recover legal fees, court costs, the administrative fee for collections, and related expenses.



## Release Agreement

1. I, for myself and my successors and assigns, as parents, legal guardians, or authorized custodians of my child, hereby release the childcare center and each of its successors, affiliates, employees, and representatives from all claims, suits, losses, liabilities, and judgments of whatever kind arising from or related to or in connection with my child's enrollment with the childcare center including, without limitation, any loss or injury sustained by my child or myself as a result of my child's participation in activities sponsored or conducted by the childcare center and/or its employees, excluding only intentional torts performed by an employee of the childcare center during the time my child is in the care and custody of the childcare center.
2. The childcare center will not accept liability for care services provided by employees of the childcare center outside standard childcare center business hours or off the childcare center premises.
3. The childcare center reserves the right to immediately dis-enroll a child in its sole discretion for (1) inappropriate conduct (as determined by the childcare center) by the child or parent; (2) when tuition is in arrears, or (3) if the parent does not provide, upon request, a current written pediatrician's certification that a child is healthy and able to participate in the childcare center's programs without exposing other children to health risks.

## Schedule of Available Care

1. Holiday closings are New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after and Christmas Eve and Christmas Day. If any of these holidays fall on a Saturday or Sunday the Shack will observe the holiday on the preceding Friday or following Monday.
2. The Shack will offer Out of School Days to be held at the Shack, located at 537 Blue Horizon Drive on the following dates: September 21, 2022; October 14, 2022; November 21, 2022; January 3, 2023, February 13, 2023 and April 5, 2023. These dates are subject to change based upon the Monongalia County Schools 2022-2023 calendar. The cost for these days will \$20 per day with a 10% discount for each additional child.

## Photography & Media

1. I give the childcare center permission to photograph or videotape my child with the intent to use these materials for promotional, advertisement, or educational purposes.

## Medical Authorizations

1. I give the childcare center permission to put sunscreen on my child.

## Acknowledgement

1. I acknowledge that I have access to the childcare center family handbook and will abide by all policies, procedures, and guidelines as provided.

# Medical Information

## Child Medical Information

Please be honest and as detailed as possible, this information will help us to be more informed on your child's medical history and provide care to the best of our abilities. There may be additional documentation or training that we will need from you and/or your child's physician.

### Pediatrician

Name	Address	Phone
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### Dentist

Name	Address	Phone
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### Health Insurance Information

Carrier	Policy Number	Phone
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### Special Needs

Do you have any concerns about your child's development?  Yes  No  
If yes, please let us know if you have spoken to the physician about your concerns and if you have had any screening/tests done (vision, hearing, speech, developmental.)

Does your child currently have any limitations to physical activity?  Yes  No  
If yes, please explain.

Does your child require any special equipment for daily activities?  Yes  No  
If yes, please explain.

Has your child had any serious injuries or hospitalizations that we should be aware of?  Yes  No  
If Yes, please explain.

### Allergies and Medication

Does your child require medication or treatment every day or as needed?  Yes  No  
If yes, please list the name of the medicine, dosage, how many times per day and time taken, prescribing physician.

Does your child have any known allergies?  Yes  No  
If yes, please explain and list any prescribed medications.

## Medical Consents and Agreements

### Immunizations

- |  |  |
|--|--|
|  | 1. I understand that my child must be current on all immunizations per state licensing regulations prior to enrollment and I am responsible for providing a copy of updated shot records as they are available to them.  |
|  | 2. I understand that I have the right to immunize my child as I deem fit. I have attached a copy of the immunizations that my child has along with a statement stating philosophical reasoning as to why I choose for certain immunizations.   |
|  | 3. I understand that I will only be given a one-week grace period to provide shot records to center administration (upon enrollment and for expired records). After one week, my child will not be allowed to return to the childcare facility without documentation from the child's health care provider |

### Medical Authorizations

- |  |  |
|--|--|
|  | 1. In the event of a medical emergency, I authorize the center staff to administer first aid, CPR, and or secure emergency medical treatment for my child. I understand that I will be notified as soon as possible, which may be after treatment has already begun. |
|  | 2. If transportation to a hospital/clinic is necessary and a parent or emergency contact is not available to bring the child immediately, I give consent for my child to be transported by or emergency medical services.  |

My signature below acknowledges my understanding and agreement to each of the above consents.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name