



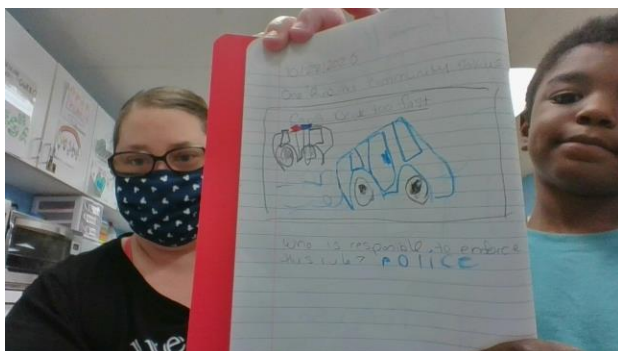
Kid's Time Out

Drop-in Child Care

"Where going to time out is fun"



Before/After Care Handbook 2023-2024



Schools for Before & After Care

Kid's Time Out (KTO) proudly provides Before and After Care Services for children in grades Kindergarten to 8th for Clarksville Middle School, Clarksville Elementary School, Pointer's Run Elementary School, Dayton Oaks Elementary School, and Swansfield Elementary School.

We also provide care and transportation for Pre-Kindergarten and RECC children for Dayton Oaks Elementary School and Pointer's Run Elementary School.

Payment

(KTO) accepts Weekly and Monthly payments for the Before & After Care Program. Before & After Care Program. There is also a Daily Fee option for Families who only need occasional care. Daily Before & After Care is based on availability and payment is due the day services are rendered.

Monthly payments are made separately from hourly care and cannot be taken from blocks of time (except in terms of Daily Before & After Care payment). Monthly Tuition payments are due the first of the month, **September through June**. Monthly Tuition is divided into 10 equal monthly payments. Any payments received after the fifth of the month will incur a \$10/day late fee. Children will be unenrolled from the program by the 10th of the month unless a payment agreement has been previously made with the Director if the Monthly Tuition isn't paid.

Weekly Tuition for Before & After Care is due on Monday every week. The pricing for this program, like the Monthly Tuition, is based on the days school is in session to allow the same Weekly Tuition every week, as well as the Family's needs. There is currently a 4–5-day option and a 2–3-day option.

Failure to pay any due tuition within 3 months makes you liable to be sent to collections with additional collection fees and late fees to apply. Our current collections agency is Capitol Accounts. Their standard fee is 20% of what is owed, and this fee will be added to what you already owed.

Any days that schools are closed, scheduled or non-scheduled, there is an additional \$42.50 'Schools Out' fee if your child attends KTO that day. Payment must be made upon pick up on the day of attendance. School's Out fees may be taken from blocks of time. School's Out Boredom Buster Trips are still available to children in this program for the regular fee of \$106 per day.

KTO has **NOT** counted for **Winter and Spring break**, as well as other holidays or No School Days, in the Monthly Tuition. Monthly Tuition **ONLY** includes all the days school is in session and divides it equally among 10 months (September-June). No month is pro-rated. This allows for the payments to be the same monthly regardless of whether it is a short or long month. It is intended to help with budgeting. This also includes 3 hour early dismissals at no additional cost if your child if they are enrolled in our After Care Program.

A Family that chooses to take a vacation or do not need care for any length of time while school is in session, they are still responsible to pay the tuition for that time. No discount or absent credit will be given. The family may choose to take their child out of the program during this time, however, **30 days (about 4 and a half weeks)** notice must be given and there is no guarantee that there will be space in the program if they need to return. Also, Families will need to pay the registration fee again.

Registration fees to hold a space for the school year are non-refundable under any circumstances. This fee allows us to keep that space for your child, thus another child loses their chance with the program. Normal cancellation rules apply to dropping the program within 30 days (about 4 and a half weeks) of the school year beginning (July 28, 2023). Full tuition is due if cancellation

occurs after July 28, 2023 (NO EXCEPTIONS)!

Before and After Care Tuition Schedule

Monthly:

Before Care:	\$315/month
After Care:	\$350/month
Before & After Care:	\$550/month
School's Out Fee:	\$42.50/day/Child

Weekly:

Before Care Full Time:	\$90/week/4-5 days per week
Before Care Part Time:	\$64/week/2-3 days per week
After Care Full Time:	\$117/week/4-5 days per week
After Care Part Time:	\$85/week/2-3 days per week
Before & After Care Full Time:	\$149/week/4-5 days per week
Before & After Care Part Time:	\$106/week/2-3 days per week
School's Out Fee:	\$42.50/day/Child

Daily Rates:

Before Care only:	\$27/day
After Care only:	\$38/day
Before and After Care:	\$42.50/day
RECC/Pre-K:	\$11 transportation fee plus regular hourly rate

RECC/Pre-K (Pointer's Run & Dayton Oaks Elementary Only):

Before and After Care RECC(No Wednesday): \$774/month
Before and After Care PreK (Full Time/5 days): 954/month
Before and After Care RECC with all day Wednesday: \$1,100/month

Before Care Only AM RECC (No Wednesday): \$300/month
Before Care Only AM RECC w/ Full Day Wednesday: \$450/month
Before Care Only AM Pre-K (Full Time/5 days): \$315/month
Before Care Only PM RECC (No Wednesday): \$557/month
Before Care Only PM RECC w/ Full Day Wednesday: \$636/month
Before Care Only PM Pre-K (Full Time/5 days): \$606/month

After Care Only AM RECC (No Wednesday): \$557/month
After Care Only AM RECC w/ Full Day Wednesday: \$650/month
After Care Only AM Pre-K (Full Time/5 days): \$630/month
After Care Only PM RECC (No Wednesday): \$330/month
After Care Only PM RECC w/ Full Day Wednesday: \$500/month
After Care Only PM Pre-K (Full Time/5 days): \$350/month

Daily rates are available for occasional care as long as there are openings. It is best to let us know if you need care a few days in advance, however, same day care may be available as long as we have not reached our maximum.



Absences

It is our responsibility to ensure that each child arrives safely to school and returns safely to the center. Therefore, there are a few things parents **must do** to ensure we can do this job correctly and efficiently:

1. Please call the center by 8am to let us know if your child won't be going to school with us that day.
2. Please call the center by 2pm to let us know if your child will not be getting picked up by us that day.
3. Should you not inform us of a change of pick up, we will call the school looking for the missing child. The Driver or Director will attempt to contact the parent(s) of the missing child to confirm the child is or is not supposed to be attending KTO that day.
 - a. We cannot legally take the word of siblings, friends, other KTO children, or the school.
 - b. We are required to speak with the parent under COMAR.
4. Please give us notice, via email or written letter, if your child will not be attending the program for a certain set of days due to extracurricular activities or for any particular reason.
 - a. The note should include your child's name, the day(s) s/he will not need care, and the date the child will return to the program on their regular schedule.

If your child is absent for any reason, you are still required to pay the monthly tuition. There will be NO exceptions.

Sick Policy

The Before/After Care sick policy is the same as the center policy. Your child cannot come to KTO if they are too sick to attend school. Children must be symptom free (Fever, Vomiting, Diarrhea, etc.), without medication, for 24 hours before returning to their school or KTO.

We will call the parents and immediate pickup is required when children become sick in our care. We will begin to contact the child's Emergency Contact specified on the OCC 1214 State of Maryland Emergency Form if we are unable to reach the parents in a reasonable amount of time. We will keep your child at KTO and not take them to school when they become ill in Before Care. Failure to pick up your sick child is considered neglect in the State of Maryland and will be reported to the

proper authorities.

KTO reserves the right to deny care and require pick up if there are ANY questions or concerns regarding a child's health and well-being to ensure a healthy environment for ALL of the children and staff at KTO.

Children may not attend KTO and/or will be sent home with any of the following:

- Fever of 100 degrees or higher
- One bout of vomiting
- One bout of diarrhea
- Rash of unknown origin (not eczema or psoriasis)
- Oozing or extreme redness in the eye

- Persistent cough, shortness of breath, wheezing, or trouble breathing
- Excessive congestion or runny nose out of the ordinary from the child's normal appearance.
- Displaying any symptoms of COVID-19; Hand, Foot, and Mouth Disease; Fifth's Disease; Influenza (Flu); Pertussis (Whooping Cough); Ringworm; Roseola; Measles; Mumps; Rubella; or Chickenpox.

In the event your child becomes sick while in our care at KTO, we will call the parents/guardian for immediate pickup. This is required under Maryland Law. Failure to do so is considered neglect and must be reported to Howard County Social Services. If parents cannot be reached or are unable to pick up their sick child, we will call the emergency contacts provided on the Maryland State Emergency Form that you completed when you enrolled your child.

Children must be symptom free, without medication, for 24 hours before returning to KTO. Please remember that lethargy, moodiness, and general "icky-ness" are symptoms of a child who is not well. Please keep your children home if they have recovered for the original symptoms but is still not playing as much as usual. We all understand the challenges of missing work, but we have to care for ALL the children at KTO and one sick child can bring half the children in their classroom down with illness.

Children may not return until 7 days after diagnosis for certain illnesses. These illnesses are:

- COVID-19 (Not Vaccinated)
- Influenza (Flu) any variant
- Lice (7 days after treatment)
- Fleas (7 days after treatment)

Children may not return until 5 days after the final symptoms have occurred for certain illnesses. They will also need a doctor's note stating it is okay to return to childcare due to the seriousness of these illnesses. These illnesses are:

- COVID-19 (Fully Vaccinated)
- Hand, Foot, and Mouth
- Fifth's Disease
- Ringworm
- Roseola
- Measles
- Mumps
- Rubella
- Chicken Pox

Children who have been tested for COVID-19 may not attend the center until a negative result has been given if there is no known exposure. They can return after a known exposure after a 7-day quarantine period and with a notice from the Health Department or HCPSS if the known exposure came from their school if the child is not fully vaccinated. The number cases to 5 days if the child is fully vaccinated.

Children who have in home family members who have tested for COVID-19 may not attend the center until the family member is given a negative result. If the in-home family member tested positive for COVID-19 this is a known exposure. The child may not attend until after a 5- or 7-day quarantine (depending on vaccination status) and a negative test. If the child develops symptoms or tests positive during this time, the procedure listed previously in this section applies.

Any families who knowingly and willfully exposes KTO to COVID-19 will be responsible for paying for the cleaning and sanitizing of the center (\$1200-\$1400). They also face the risk of being removed from all KTO programs. Families who willfully exposes KTO to COVID-19 will also be charged any additional fees needed for KTO to reopen up to \$2000. Failure to pay these fees will result in these fees going to collections.

This is for the safety, health, and well-being of all the children in KTO's care and our staff. These illnesses can be life threatening and extremely harmful to young children and adults especially those who are immune-compromised and pregnant adults. We take health and safety seriously at KTO and we expect our families to do the same

Kid's Time Out's staff has been fully vaccinated against COVID-19 since March 2021. It is a condition required for employment. We do encourage are families to become fully vaccinated against COVID-19, but it is not a required. Parents must provide documentation of their COVID-19 vaccination to KTO for the 5-day quarantine condition to apply.

Withdrawing

Families who choose to withdraw your child(ren) from the Before & After Care program is REQUIRED to give KTO 30 days (about 4 and a half weeks) written notice. Tuition payment is still required until the thirty days is complete regardless of whether or not you use our services during those thirty days. **This includes cancelling the program within 30 days (about 4 and a half weeks) of the school year beginning.**

The last day of the school year, that you can put in your withdrawal notice without being responsible for the remaining tuition for the school year is Friday, March 1, 2024. You cannot withdraw after March 1 due to the 10-month tuition payment.

Tuition will still be required on the 1st regardless of whether services are rendered or not rendered. Late fees will still apply if not paid by the 5th and failure to pay within 3 months makes you liable to be sent to collections with additional collection fees and late fees to apply.



Van Safety

Children will ride in the KTO van to and from school. If your child weighs 40- 65 pounds, he/she must ride in a booster seat, provided by KTO. If your child weighs less than 40 pounds, you must provide an appropriate car seat for your child.

Children are required to sit facing forward (seat to seat and back-to-back). Children must also keep all body parts to themselves. They should not put their hands, feet, etc. on another child. Children will not be allowed to have their belongings out in the van. We will pass the time listening to music, stories, or talking to one another. Children must wear their safety restraints (seat belts). Failure to follow van safety rules can result in suspension or dismissal from traveling in the van.

School Closings

KTO is generally open on days HCPSS is closed. Before & After Care children are given the first chance to make reservations for these days. This is typically 35-40 days before the day off. KTO will only guarantee the spot for your child if a reservation is made during this early access period. Reservations will be opened to the general public 30 days before the scheduled closing. You must sign your child up using the sign-up sheet provided 4-5 weeks prior to the school closing or by speaking to the Director. There is a place to let us know on the same sign-up sheet if you do not need childcare for a No-School Day.

KTO Scheduled Closings & Shortened Hours



KTO will be closed or have shortened hours on the following days:

KTO CLOSED	KTO Shortened Hours
Labor Day	Halloween closing at 6pm
Thanksgiving	Wednesday before Thanksgiving Closing at 6pm
Black Friday	
Christmas Eve	
Christmas	
Day after Christmas	
New Year's Eve	
New Year's Day	
Martin Luther King, Jr. Day	
President's Day (Unless School is Open)	
Good Friday/Passover Observance	
Easter Monday	
Memorial Day	
Juneteenth	
Independence Day	

Un-scheduled/Inclement weather days

We do our best to open KTO during inclement weather events (snow, ice, excessive rain, tornados, or brush fires). Our number one priority is the safety of everyone involved from our families and children to our Staff. Closings for inclement weather most times depends on the road conditions in Howard County and Clarksville (108 corridor), travel visibility, parking lot conditions, availability of electricity or other utilities, and the size of the expectant or occurring weather event.

Sometimes the choice is taken out of our hands due to a State of Emergency or Property Management Orders to close. There will be a message on the center's voice mail, no later than 5am indicating KTO's plans for the day. There will also be a notice posted on Facebook and families in this program will receive at email when possible. We will also do our best to put a sign on the front door.

KTO reserves the right to modify our decision at any time from a delayed/modified operating schedule to closing if the weather conditions worsen before the previously announced opening time.

KTO reserves the right to unscheduled closings due to any reason. The most likely reason KTO would close unscheduled with less than a month's notice and not weather related are power outages, fire, burglary, terrorism, or other threatening event, stay at home orders, declaration of a State of Emergency, gas leak, or plumbing disruption.

There may be days when KTO closes early or for the day due to Staff Trainings, cleaning and sanitizing services, building maintenance, or quarterly carpet cleaning. We will do our best to announce these unscheduled closings at least one (1) month in advance. Parents will be notified via email. There will also be a notice on the Parent Information Board and on the front door.

KTO reserves the right to unscheduled early closures for any reason. Most times this will be in emergency situations. In the event KTO closes early, you will be notified by phone and email (when possible) and will have a minimum of one hour to pick up your child(ren). You may have one of your emergency contacts pick up if you cannot arrive in the allotted time to pick up your child(ren). If you have someone who is not on the emergency form pick up, you must call the center to provide us with their name or you can email it to the Director (unless the reason for closing is power loss, then please call KTO). We will ask for their ID upon pick up to verify the contact's identity. The most likely reason KTO would close early unannounced is an extreme weather event (snow, ice, flood, tornado, etc.), power loss, plumbing disruption, fire, or another emergency event that would cause the center to be unsafe for our children and Staff.

If we will be opening and the schools are closed reservations will open up via email at Kidstimeout@gmail.com one hour before our scheduled opening time. You may also begin calling 30 minutes before our scheduled opening time. All available spaces will be given on a first come, first serve basis. Spaces available will be determined by staff availability. **If you already had a reservation for that day, you must call and remake your child's reservation. All existing reservations become null and void. Do not make a reservation on the voicemail. No voicemail reservations will be honored.**

No refunds or credit will be given for unscheduled closings for any reason including pandemic related closures. These are not common and considered to be emergencies.

Daily Schedule (subject to change)

Before Care:

6:30am-7:30am	Free Choice Activities or Homework
7:30am-9:05am	Organized Table Activities or Homework time in the bonus room
8:05am-8:20am	Stations, Coloring, and Games
8:25am-8:30am	Clean-up & Pack up DOES/SES
8:30am	Van leaves for DOES/SES
8:40am	Clean-up & Pack up CES
8:50am	Van leaves for CES
8:50am	Clean-up & Pack up PRES
9:00am	Van leaves for PRES

After Care:

3:30pm	SES Arrives
3:35pm	DOES Arrives
4pm	CES Arrives
4:05pm	PRES Arrives
4:05pm-4:35pm	Afternoon Snack
4:35pm-5:45pm	Recess
5:45pm-7:00pm	Activity Stations, Homework, Pack Up
7pm	KTO Closes



Meals and Snacks



Breakfast: KTO does not supply breakfast. You may send your child in with breakfast, and we will have them eat it when they arrive.

After School Snack: KTO provides an after-school snack upon arrival from school. The timing varies depending on when your child's school is out for the day. The snack schedule, approved by the Office of Child Care, is posted on the front bulletin board. If your child requires extra snack or is a picky eater, you may send additional snack in their backpack.

Free Choice Activities

Children are able to choose any of the open play areas in the center at various times throughout their day at KTO. (Please refer to the Daily Schedule for exact times). Teachers may redirect children to different or specific areas during this time depending on need. Child must clean-up their activity before they depart from school and upon pick up time in After Care. Please call ahead if you will need to depart promptly at pick up so your child can be cleaned up and ready for you when you arrive.



Outside Time

KTO will take the children out every day if possible. Please ensure your child has the appropriate attire for the season. We will stay inside only when there is rain/snow, code red days, when the temperature is below 45 degrees F, or if the playground is too wet/muddy. We may adjust the time outside to accommodate the weather, as well (shorter if cold, longer if warm). Should we be indoors, we will begin homework and organized activities immediately following snack. A child may only be excused from outside time with a doctor's note.

Homework

Children have a scheduled homework time during which a teacher will be available to assist them. We will accommodate to the best of our ability should your child need more time. We **DO NOT** go through the children's belongings to check for homework. It is their responsibility to tell us if they have homework. KTO is not responsible for any incomplete homework for any reason.

You must send in a written note or an email if you wish your child to complete their homework at home. Children that do not have homework or do not need to do their homework will continue with the scheduled activities during their stay.

Screen Time

We do not watch movies during before and after care hours. However, we may allow them on occasion as a reward or during inclement weather. **School computers are allowed at KTO but are to be used ONLY for homework.** We will do our best to notify the parents when a movie will be shown and to what movie will be shown. At no time are children forced or required to watch a movie. Children not wishing to participate in the movies are provide other options usually including (but not limited to) books, puzzles, coloring, board games, card games, quieter toys like Legos or K'Nex, or drawing. Please let us know in writing if you wish that your child is never allowed screen time.

Bullying, Fighting, and Student Harassment

KTO follows the same bullying policy as HCPSS. KTO is committed to fostering a climate where individuals and their differences are valued, and their safety and rights are protected. We prohibit acts of bullying, cyberbullying, harassment, fighting, or intimidation because they compromise the family environment, we value at KTO and well-being of our children, staff, and community.

The purpose of this policy is to establish expectations for maintaining a safe and respectful school climate where bullying, cyberbullying, harassment, fighting, and intimidation are not tolerated. This policy also provides standards for identifying and preventing bullying, cyberbullying, harassing, or intimidating behavior, as well as intervening and supporting students and employees who are exhibiting bullying, cyberbullying, harassing, or intimidating behavior or who are targets/victims of bullying, cyberbullying, harassment, or intimidation.

When bullying, cyberbullying, harassment, fighting, or imitations are observed or reported, the Director will investigate. The investigation can/will include speaking to the students involved, meeting with or talking to the parents of children involved, teaching the children why such actions are wrong, and meeting with staff members and if necessary, the school to determine methods and actions to prevent the behavior from occurring again. Students may be suspended or expelled from the program pending the results of an investigation depending on the severity of the incident or continued actions of bullying, cyberbullying, harassment, fighting, or imitations to other students occur. This also includes insubordination against their Teachers and the Director at KTO. Also, any bullying, cyberbullying, harassing, and/or making threats against their Teachers and the Director of KTO.

Within the context of this policy, the following definitions apply:

- **Bullying** – Intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication that creates a hostile educational or work environment by substantially interfering with a student’s or employee’s educational or employment benefits, opportunities, or performance, or with their physical or psychological well-being and is:
 1. A real or perceived power imbalance; or,
 2. Repeated; or,
 3. Motivated by an actual or a perceived personal characteristic including race, national origin, immigration status, marital status, sex, gender, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, family structure, or physical or mental ability or disability; or,
 4. Threatening or seriously intimidating; or,
 5. Occurs on KTO property, at a KTO activity or field trip, or at the school bus stop; or KTO Van; or,
 6. Sent via electronic communication; or,
 7. Lying; making false claims, and/or threatening to use lying and/or false claims against a Student, Teacher, Director, or other Educational support staff with the intention to influence and intimidate them to get their way or to avoid discipline of their own actions; or
 8. Substantially disrupts the orderly operation of a KTO.
- **Cyberbullying** – Harassment, humiliation, intimidation, and/or threats to others (Students, Teacher, Director, and Educational support staff) transmitted by means of any electronic device, including but not limited to the use of social media sites, telephones, cellular phones, computers, or tablets.
- **Harassment** – A sufficiently severe action or persistent, pervasive pattern of actions or statements, directed at an identifiable individual or group (Students, Teacher, Director, and Educational support staff), that is intended to be, or which a reasonable person would perceive as, ridiculing or demeaning.
- **Intimidation** – Subjection to intentional action that seriously threatens and induces a sense of fear and/or inferiority which adversely affects one’s ability to participate in or benefit from the educational and/or work setting. It can also involve using lies and/or false claims, and/or threatening to use lying and/or false claims against a Student, Teacher, Director, or other Educational support staff with the intention to influence and intimidate them to get their way or to avoid discipline of their own actions.
- **Retaliation** – The act or process of threatening or otherwise penalizing a person for reporting an alleged violation of this policy or for participating in an investigation of an alleged violation.

KTO Discipline, Suspension, and Expulsion Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive support and understanding of interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, KTO does out best to use a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO:

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm manner.

- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.

- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires, and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

WE DO NOT:

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, restraining, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens or intimidates • Use refusal of food as a form of punishment.
- Use or withhold physical activity (recess) as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others when possible.
- Compare children to each other.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended, or without supervision at any time.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, gender, gender identity, sexuality, religion, or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate childcare services for that particular child.

Please Note: If, at any point, there is an indication/suspicion that a child may have special needs, Kid's Time Out will inform the child's family, and make contact with the appropriate entities for assessment and assistance. We cannot and will not diagnosis or assume any diagnosis. We will just inform the families of any not typical behaviors or developmental milestones.

Before and After Care follows all center policies, as well as all the above policies. Please keep the center handbook along with this handbook available for your reference.



Handbook Agreement

Dear Parents,

Thank you so much for choosing KTO for your child's before/after care needs. We look forward to a fun and successful school year. Should you have any questions or concerns, please don't hesitate to call. Please read through the handbook and return the form below.

I, _____, have read the Before & After Care Handbook for 2022-2023. I understand what is expected of myself and my child(ren). I have discussed these expectations with my child, and I will follow the Before & After Care handbook for the 2023-2024 school year.

My child(ren)'s age:

My child(ren)'s heights:

1. _____
2. _____
3. _____
4. _____

*for safety seat

laws

Child(ren)'s Enrolled School: _____

Please circle the program needed for your child:

- Before School Only
- After School Only
- Before & After Care

Thank you,

Ashley C. Serio Alfeo

Ashley C. Serio Alfeo
Owner & Director
Kid's Time Out
5809 Clarksville Square Drive, 101,
Clarksville, MD 21029
410-531-3858
Kidstimeout@gmail.com
Kidstimeout1.com

Parent/Guardian's Printed Name: _____

Parent/Guardian's Signature: _____

Date: _____

care program. You are not only registered for this program, but you are also registered for the drop-in & No School Day program at KTO. You may use these services with an advanced reservation with no additional registration fees!

Dear Families,

We require that you complete the attached form and return it to KTO, along with the required registration packet, medical forms, and registration fee to hold your spot in the Before & After Care Program. If your family is already enrolled at KTO, the form below is still required, and we will review your information to make sure it is up to date and let you know if further action is required. *We do require 30 days (about 4 and a half weeks) notice to dis-enroll from our program and tuition will be due until that period is up. I also understand that my last day to withdraw my child for the school year is March 1, 2024.*

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The tuition rates depend on your needs and are outlined in the Before & After Care Handbook provided to you. The payments are divided into equal monthly payments from September to June. The rate includes any inclement weather days added to the school year. **There is no tuition paid for Winter and Spring break** or any day previously announced as a HCPSS no school day. These days are not included in the tuition price. Please refer to the handbook for any other questions regarding tuition.

If you have any questions, comments, or concerns please feel free to contact me.

Thank you,

Ashley C. Serio Alfeo

Ashley C. Serio Alfeo
Owner & Director
Kid's Time Out
5809 Clarksville Square Drive, 101,
Clarksville, MD 21029
410-531-3858
Kidstimeout@gmail.com
Kidstimeout1.com

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Parent/Guardian's Printed Name: _____

Parent/Guardian's Signature: _____

Date: _____

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Credit Card Recurring Payment Authorization Form

Schedule your payments to be automatically charged to your credit card. Just complete and sign this form to get started!

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time)
- Your payment is always on time (even if you're out of town), eliminating late charges

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your Visa, MasterCard or Discover card. You will be charged each month for the total amount due for that month. A receipt will be emailed to you and the charge will appear on your credit card statement. You agree that no prior notification will be provided if the total payment is no more than \$_____ (your monthly tuition plus \$50). If your bill is more than that amount, or the payment date changes, you will receive notice from us at least 7 days prior to the payment being collected.

Please complete the information below:

I _____ authorize Kid's Time Out, LLC to charge my credit card
(full name)
indicated below on the first of each month for payment of my monthly tuition.

I understand that I will only receive advance notice of the charge if it exceeds \$50 over my regular monthly payment

Billing Address _____ Phone# _____
City, State, Zip _____ Email _____

Account Type: Visa MasterCard Discover American Express

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV (3-digit number on back) _____

SIGNATURE _____ DATE _____

I authorize the above-named business to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.

