



PHOENIX KIDS CLUB

24/7 CHILDCARE

Hello Valued PKC Parents,

We are excited that you have chosen the Phoenix Kids Club for all your childcare needs. Phoenix Kids Club was designed with working parents in mind. In the development of Phoenix Kids Club, we comprehend the struggles involved when it comes to parents caring for their children and making the effort to maintain a stable income. We thought about all the important characteristics a quality childcare should have. Unfortunately, just as traditional childcare was back in the day, today's childcare is tainted. It's not easy finding quality, affordable, and truly reliable childcare you can trust. This is the reason why the Phoenix Kids Club has created a lane of its' own.

The Phoenix Kids Club, also known as PKC, offers families a full-service program that gives plenty of bang for your buck. We believe that if a parent must pay increased rates, they must receive increased services as well. We offer:

- 24/7 Care | TIME FRAMES: 6AM – 6PM, 3PM – 3AM, & 8PM – 8AM
- 1 Hour Early Drop-Off **OR** Late Pick-up Grace Period with **NO LATE FEES based on membership selection**
- Up to 12-hours Work Schedule Accommodation with Select Memberships
- Breakfast, Lunch, Dinner, & Snacks
- Fun Interactive Activities under a Creative and Explorative Curriculum
- Quality Field Trips
- **Open All Holidays | Full Year Round**





PHOENIX KIDS CLUB FOR INFANTS AND TOTS

ENROLLMENT CHECKLIST

CHILD'S FULL NAME:

MEMBERSHIP ENROLLMENT PACKET: _____

PARENT'S DRIVERS LICENSE: _____

CHILD'S IMMUNIZATION OR NOTIRIZED WAIVER FORM: _____

CHILD'S BIRTH CERTIFICATE: _____

CHILD'S MEMBERSHIP SELECTION: Please Highlight the select membership and chosen shift options

SILVER MEMBERSHIP	GOLD MEMBERSHIP	PLATINUM MEMBERSHIP
Daytime	Daytime & Night	Any Shift Option
Night	Night & Overnight	
Overnight		

Add On Services:

Free Weekend Add On	Additional Hours Add On
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Weekly Rate

\$ _____

NOTES / MISSING ITEMS:



AN EXTENDED CHILDCARE SERVICE FOR KIDS. PREPARING BRIGHT MINDS FOR BRIGHT FUTURES!

We understand the importance of being solution oriented, especially in the prevention and fight against COVID-19. We are currently enforcing strict COVID-19 policies, procedures, and taking preventative measures to contribute the dismantling of the virus altogether. Here's how we are currently participating in the prevention and fight against COVID-19:

- Upon entering our facility, parents and children are to sanitize their hands using the sanitizing solution located at the receptionist window.
- All PKC Staff and children that are displaying symptoms of sickness but have been released by a doctor to return to work or back to school, must wear a mask during all interactions with all PKC Kids and staff. If unable to do so, staff/child will be sent home until all symptoms have cleared up.
- All kids, parents, and staff entering our facility are screened for fevers to ensure they have a normal temperature.
- Kids are immediately instructed to take off all coats, hats, and scarves and place them inside their individually assigned and sanitized cubbies.
- Upon drop off, all parents must take their child to wash their hands.
- All items within the facility, including toys, tables, chairs, remotes, and more are deeply sanitized at the beginning and end of every shift.
- All meals such as breakfast, lunch, dinner, and snacks are prepared with clean gloves and love.

If your child comes in any contact or is exposed to anyone with COVID-19, out of respect for the other children, staff, and other parents, we REQUIRE parents to quarantine their child(ren) for seven (7) days to ensure the passing of the virus. Child must have a valid up to date NEGATIVE COVID test result before returning to the clubhouse. Parents will be responsible for paying \$50 per sick week to hold their child's slot.

It is our #1 mission and goal to serve our PKC Family in a safe, fun, and friendly manner.



HOMEWORK POLICY

HOMEWORK ASSISTANCE PROGRAM

Homework Policy:

- If your child refuses to get their homework done, the procedure is to verbally encourage the child to get the homework completed. This is considered a verbal warning.
- If the verbal warning is not effective, the parent will be notified and assist with the encouragement process.
- If parent encouragement doesn't work, we will continue to encourage your child to complete their homework during the scheduled time. If the child fails to complete homework, parents will be notified upon pick up that homework for that child is incomplete and they'll have to finish up at home. In cases where the homework is not completed, the child will receive a Homework Check Form that must be signed by the parent at pick-up.

Note: This form is only given if the child has not completed their homework.

- If the child fails to complete their homework due to refusal of any kind, that child will lose their ability to participate in the fun activities of the day. The child will be given an option of less exciting activities to participate in.

Keep in mind, if your child does not complete their assigned daily homework at the clubhouse, they must complete the assigned day's homework at home. Our staff is not responsible for incomplete homework from previous days and will **NOT** be instructed at any time to go back to the previous day's homework.

If you have any further questions or concerns, please give our office a call at (888)807-1241. Thank you!



HOMEWORK CONTRACT BETWEEN PARENT AND PHOENIX KIDS CLUB

Homework is a priority here at the Clubhouse; however, it is a shared responsibility of our clubhouse staff, PKC Parents, and PKC Kids. Each day homework is not complete, parents will sign off on the **"Homework Check"** sheet that will be provided by our staff. Signing this check form is mandatory for all parents and staff assisting with homework.

The PKC kids have an hour window for homework, once that hour is complete, staff must move on to our normal schedule. Whatever a child does not complete in that time frame, must be completed at home with the parent(s). If the parent does not complete the homework with their child, it is not the PKC Staff's responsibility to double back. When the child returns, we will only move forward to the current homework for the current day.

***Note:** Due to the nature of our facility schedule, we are **not** at liberty to squeeze in additional assigned **"homework or study time"** tasks at the request of parents. This could cause us to deviate from our clubhouse schedule. If you'd like to hire a tutor for your child, they can use a dedicated space in the clubhouse to tutor, however, they must undergo a background check before being approved to enter the facility for extended periods of time to tutor. If your child attends the clubhouse on weekend days, we **WILL NOT** accommodate any request for "homework or study tasks." Our weekend schedule does not accommodate personal homework request.*

I have read and understand the Homework Policy. By signing this Homework Contract, I am confirming that I acknowledge and agree with this Homework Policy Contract.

Parent/ Guardian Print Name: _____ **Date:** _____

Parent/ Guardian Signature: _____

Facility Director Print Name: _____ **Date:** _____

Facility Director Signature: _____

PHOENIX KIDS CLUB MEMBERSHIP GUIDELINES

PLEASE INITIAL NEXT TO EACH SECTION

Welcome to your Phoenix Kids Club Membership. As a valued member of PKC, you are granted many perks that the standard childcare providers do not allow nor accommodate. The Phoenix Kids Club Membership is a monthly membership that is paid on a weekly basis. There are three levels to our membership: Silver, Gold, and Platinum. As a PKC Kid, your child will have full access to the services listed in the designated membership plan you've chosen. Below is a list of the perks offered depending on select membership: **(Please see membership type for full details of what's included in your membership.)**

Includes:

- 24/7 Care | 10-hour Timeframes between 6AM – 6PM | 3PM – 3AM | 8PM – 8AM
- 1 Hour Late Pick-up OR 1 Hour Early Drop-Off Grace Period with NO LATE FEES
- Fun Interactive Activities with Creative and Explorative Curriculum
- Open All Holidays | Full Year Round
- Breakfast, Lunch, Dinner, & Snacks
- Work Schedule Accommodation
- Quality Field Trips

Below are the perks included and the limitations for each benefit. Please be sure to initial every section after carefully reading to acknowledge you fully comprehend, accept, and agree with each guideline.

Premium 24/7 Childcare

The Premium Childcare Service provides you with a peace of mind. We tend to the basic and additional needs of your child. This includes adult supervision, feeding, cleaning, and ensuring your child's safety. We offer three (3) timeframe options. Parents may choose any 10 hour window within the following timeframes listed below:

6:00AM to 6:00PM | MORNING
3:00PM to 3:00AM | NIGHT
8:00PM to 8:00AM | OVERNIGHT

Policy: On the days school is out and children must occupy the facility for extended hours, all PKC Parents are required to pay the out of school fees associated with their memberships. The out of school fee only applies to Silver and Gold Members. The cost of the out of school fees are as follows:

1 to 2 days: Additional \$50
3 to 5 days: Additional \$100

Platinum members will enroll in a **SET** daily schedule that can change based on their scheduled work needs. This schedule is initially set during enrollment. Parents are required to submit schedules that require hours that surpass the 10-hour window. **Platinum members must communicate any shift changes with updated documentation at least 24 hours before the shift will begin. If communication is not received, Platinum members will not be approved for additional hours. If a platinum member does not communicate the change in their schedule and they surpass their approved shift pick up time, they will receive late fees. For example, if a platinum member whose normal set schedule is from 6:00AM to 4:00PM dropped their child off at 12:00PM with the intentions of picking their child up at 10:00PM, they will receive a late fee charge of \$35 for the initial late fee beginning at 4:10PM. Then, every minute after 4:10PM will be charged at \$1 per minute. In this case, the late fee total will be \$85 for the first hour and \$60 per hour for every hour after, totaling \$385. ALL late fees will be due immediately upon pickup or before the child is able to return. As a result of the late fee, the child's membership will automatically go into a "PAUSED" state. If the payment is not received within seven (7) days (including weekend days), the child(ren) will automatically be dis-enrolled, and parent will need to find other care options.**

Breakfast, Lunch, Dinner, & Snacks

Mealtime is one of the most important times of the day. We exercise healthy eating habits and encourage our kids to eat foods that fuel and nourish their growing minds. As a PKC member, your child will have free breakfast, lunch, dinner, and snacks each day they are in care. The PKC eating schedule is as follows:

8:00AM | BREAKFAST
10:00AM | MORNING SNACK
12:20PM | LUNCH
3:00PM | EVENING SNACK
5:00PM | EVENING SNACK
7:00PM | DINNER

Limitations: All eating schedules and times are strict. If children are late for breakfast, lunch, dinner, or snack times, parent will be responsible for ensuring their child is fed for the current feeding period. The amount of food served is calculated by the number of kids that are already in care 1 hour before mealtime. Late children will not be counted in the food count for the missed mealtime. Therefore, food will not be provided for that meal period. The child will be included in the next scheduled mealtime. Parents are required to feed their children before dropping off. If the mealtime has passed and the PKC kids are no longer eating, yet the parent provides their child's food, the parent will be required to have their child eat in the car or in the waiting area with the parent present. This rule also applies for when a parent is attempting drop off exactly at the mealtime. This will prevent other kids from making the effort to take food from the child. If your child is a picky eater or has many allergies, it is important for you (the parent) to provide your child's food each day your child is in care. Please see the facility director for a copy of the food group chart to assist with meal preparation.

FUN Interactive Activities

We enjoy learning and having fun, so we are always incorporating new and exciting ways to help your child learn, think, and grow. Each day during the weekdays, our children participate in the planned S.T.E.A.M (Science, Technology, Engineering, Art, Math) CLUB activities.

_____ Multi-Shift Drop Off (Gold & Platinum Members ONLY)

Don't worry about where you're going to find a babysitter for work at the last minute. We are here to help. Simply give us a call 24 hours in advance and let us know what 10 hours **within** the 3 timeframe options you desire your child to participate in for the next day and we will be here ready to serve you. No more having to miss work because you don't have a babysitter. As a PKC Member, your child is welcome at any time of day or night without worries. *See pricing sheet for pricing details.*

Limitations: Parents must choose ONLY ONE (1) 10-hour shift per day within one of the following timeframes. Multiple shifts are **NOT** permitted. Based on the parents chosen membership, the three (3) timeframes parents can choose their 10 hours from are as follows:

6:00AM to 6:00PM | MORNING

3:00PM to 3:00AM | NIGHT

8:00PM to 8:00AM | OVERNIGHT

Parents are not granted overlapping shift access in one day unless they are enrolled in our Platinum Member nanny service program. All Nanny service participants must be platinum and Nanny service is only used for extreme work schedule accommodation, not to exceed 12 hours. Nanny service is **NOT** under the PKC regular/traditional childcare hours and is limited to a small amount per day. **This program is first come, first serve.** To use this program, all work schedules must be verifiable. Unless approved, your child must be picked up by the end time of the shift selected **unless communication has been established and APPROVED for a later time.**

_____ Quality Field Trips

Here at the Phoenix Kids Club, we love to have **FUN!** As a PKC Member, you and your child are welcomed to join us on any of our field trips and extracurricular activities.

Limitations: These limitations consist of age appropriation. If your child is not old enough to participate in a particular activity, they will not be able to attend. If your child is age appropriate for the activity, there are no limitations unless your child has been restricted due to behavioral issues or health issues.

_____ Homework Assistance Program

This program is a unique way to give our parents a peace of mind while our kids take their scholastic learning to new heights. Children will get assistance with their homework. They will also participate in an array of hands-on learning activities, which includes outdoor obstacle courses that challenge their young minds to critically think while blowing off steam.

Limitations: Our staff are here to assist students during homework when necessary. However, if your child is not cooperating and we are having a difficult time keeping them on track, we will not **force** your child. We will always encourage them to get their work done by following the homework procedures which consist of contacting you for further assistance. **We DO NOT participate in homework on weekends, and we DO NOT assist with assigned schoolwork/packets during school breaks. We ONLY assist with daily HOMEWORK from school.**

Late Fee Charges

All payments are due on Friday no later than 5:00PM of the prior week before services are rendered. If parents drop off their child(ren) without making their weekly payments first, along with all additional late fees (if applicable), parents will be responsible to pay an additional \$35 per child, plus the additional late fee cost of \$10 per late day, along with the daily drop-in rate for the day as an unauthorized drop off fee. Failure to adhere to payment policies will result in the temporary removal of the child. Parents will be instructed to pick up their child(ren) immediately and the child(ren) will not be allowed to return until all payments and fees have been paid in full.

As a PKC Platinum Member, you will have the freedom and flexibility to enjoy extended pick-up times.

Limitations: Although the standard late fee does not apply to the Platinum PKC Membership **when communication has been established**, there are still limitations for the late fee. If you are a platinum plus member, you will have up to one (1) hour grace period (**if communication has been established**) to pick-up your child past their scheduled pick-up time. You must communicate your possibility of being late at least (1) hour before scheduled pick up. **Please provide the Estimated Time of Arrival when you call or text.** The late fee policy states that late fee charges will apply ten (10) minutes after the hour. This means, if pick up time is at 6:00pm, you will have until 6:10pm to pick up your child. At 6:10PM additional fees will apply. If you are a platinum member and you are covered for the one (1) hour of your emergency grace period after communication, you will need to pick up your child no later than 7:10pm **with communication**. Failure to do so will result in late fees according to what's listed on the Phoenix Kids Price Sheet with no exceptions.

All late pick-up extensions must be emergency only and communication must be established. If there is no communication, parent will be responsible for relevant late fee charges. Traffic is not considered an emergency unless you are the cause of it due to an emergency such as a car accident. Time management and planning ahead is necessary.

Additional Work Schedule Accommodations

We understand that many of our parents have unpredictable work schedules which is why our team is dedicated to serving our PKC parents to the fullest capacity. We will ensure you are able to meet the demanding needs of your work schedule by honoring **verifiable schedules** needing additional time at our **management's discretion**.

Limitations: Additional time shall not exceed a total of 12 hours from the time the child was dropped off. **(Subject to additional service fees)** This perk is for Platinum PKC Members **ONLY**. Work Schedule Accommodation must be **approved** by the facility director 24 hours before shift begins. If the parent is already at work, the parent must contact the facility director at least one (1) hour before their child's scheduled pickup. To be granted work schedule accommodation, parents must be able to provide evidence that the additional time needed is work related. This can be completed by providing the facility director with a copy of the parents' work schedule. **If a parent is found to be untruthful, the parent will immediately be disenrolled from the PKC program.**

_____ 1 Hour Early Drop-Off or Late Pick-Up Grace Period (No Late Fees or Early Drop-In Fees)

Emergencies happen and jobs can be demanding with their schedules. Maybe you suffer from having to leave in the morning for work at an earlier time than 6:00AM. Your 1 Hour Early Drop off **OR** 1 Hour Late Pick-up Grace Period will save you by giving you the wiggle room you need for additional travel time when needed.

Limitations: This perk is for Platinum PKC Members **ONLY**. This is not the same as Work Schedule Accommodation, however, this grace period request must be **approved** by the facility director 24 hours before shift begins. The 1 Hour grace period can only be used for an additional hour before shift **OR** an additional hour after the shift. **Cannot** use both grace periods per day unless it is at the discretion of the Facility Director. The late fee policy states that late fee charges will apply ten (10) minutes after the hour. This means, if pick up time is at 6:00pm, you will have until 6:10pm to pick up your child. At 6:10PM additional fees will apply.

If you are on the platinum membership and you are covered for the one (1) hour of your emergency grace period, you will need to pick up your child no later than 7:10pm. Failure to do so will result in late fees according to what's listed on the Phoenix Kids Price Sheet.

_____ Open All Holidays | Full Year Round

The benefit our PKC parents receive from our facility being open 24/7 All Year Round is amazing. We are the only facility in our area that offers this type of service to this capacity. It's the ultimate caveat.

Limitations: This benefit **requires** us to charge an additional \$25 per family as a holiday fee. The purpose of the holiday fee is to share our gratitude to the PKC Staff who volunteer their time to be of service. Without this fee, we would not be able to remain open during holiday times to be of service for emergency or leisure purposes. The holiday benefit is equivalent to having life insurance, it's better to have access to our facility during the holiday season and not need it, than to need care and not have access to it. **The holiday fee of \$25 is not optional. IT IS MANDATORY! ALL PARTICIPATING PARENTS MUST PAY THE ADDITIONAL \$25 WITH THEIR WEEKLY MEMBERSHIP RATES DURING THE HOLIDAY WEEKS.**

Parents can opt out of paying the holiday fee for the entire year. Parents will be responsible for searching for care during those breaks as if the facility was closed. No drop-in will be

permitted, and no care will be given during the holiday weeks. Parents are not able to opt out of the holiday schedule during the holiday weeks, then opt back in once the holiday has passed. If a parent refuses to pay the holiday fee anytime during any holiday week, the parent will automatically be placed in an OPT – OUT STATUS for the remainder of the year. Parents will not be able to opt back into holiday pay until January of the following year. The federal holiday's we recognize here with PKC are as follows:

- Martin Luther King Jr.
- Easter
- Memorial Day
- Juneteenth
- 4th of July
- Labor Day
- Thanksgiving
- Christmas
- New Years

_____ **Notice Timeline**

It's important for both parents and the PKC Staff to always practice effective communication. To smoothly navigate through the communication experience, it's important to give notice when necessary. Your duty as a PKC Parent is to give the following notices in the timelines given below:

- **7**-day notice for extended care requests. Must submit necessary paperwork.
- **14**-day notice for dis-enrollment. Must provide written letter.
- **24** Hour notice for planned schedules. Verbal request is accepted unless work related. If work related, schedule must be provided.
- **1** hour notice for an emergency or late arrival.

_____ **No Unauthorized Drop Off's Accepted**

All payments are due every Friday no later than 5:00PM. If parents drop off their child(ren) without making their weekly payments first, along with all additional late fees (if applicable), parent will be responsible to pay whatever the daily drop-in rate is for the shift the parent attempted the drop off for, along with all additional late fees. Failure to adhere to payment policies will result in the temporary removal of the child. Parents will be instructed to pick up their child(ren) immediately and the child(ren) will not be allowed to return until all payments and fees have been paid in full.

I acknowledge and agree to the membership guidelines. By signing below, I understand that once payments are made and services begin, I am not eligible for refund.

Signature of Parent / Guardian: _____ Date: _____

Print Name: _____

Signature of Authorized Personnel: _____ Date: _____

Print Name: _____



PHOENIX KIDS CLUB LLC. & PHOENIX KIDS CLUB FOR INFANTS AND TOTS LLC.

742 & 748 Veterans Parkway
Jonesboro, GA 30238
(888)807-1241
Admin@thephoenixkids.com

PLATINUM MEMBER ACCOMODATIONS & LIMITATIONS

All platinum members are **ONLY** accommodated based on their work schedules. All work schedules must be submitted every week on Friday, no later than 11:59PM, using the Work Schedule Submission Form. If a parent's work schedule fluctuates each week, the parent is required to submit a new schedule change each week. If a parent's work schedule is a set schedule, parents will not need to submit a new schedule unless there is a change. When last minute changes occur, parents are responsible for updating their schedules immediately. Keep in mind, updated schedules must be approved before implementation. **On the days parents are not on the schedule to work, parents will be allowed up to 4 hours of care ONLY.** If parents exceed the four (4) hour time limit for care received on their off days, they will be responsible for any late fee charges that are incurred based on the PKC late fee policy.

“If a child is not picked up 10 minutes after the hour of their scheduled pick up, the parent will be charged \$35 for the initial late fee and then \$1 per minute for every minute after. The first hour of being late will equal \$85 and every hour later will be \$60 per hour.”

Failure to satisfy your late fee immediately will result in an immediate pausing of the child's membership and possible dis-enrollment. Parents will not be able to receive any services without satisfying their late fee or overdue balances.

READ CAREFULLY: *All platinum members are subject to work schedule verification; this means that schedules will be verified randomly. This means that if a parent is found to be dishonest about their actual work schedules, parent will be asked to pick their child up immediately, child will be dis-enrolled, and services will be terminated and cannot be restored. There will be NO REFUNDS given.*

By signing below, I am acknowledging that I have read, and I accept the terms of my Platinum membership.

Parent Print Name: _____

Date: _____

Parent Signature: _____

Facility Director Print Name: _____ Date: _____

Facility Director Signature: _____



Child's Name: _____

Child's Age: _____

Week of: ____ / ____ / _____

WEEKLY WORK SCHEDULE ACCOMODATION SUBMISSION FORM

PLATINUM MEMBER ACCOMODATIONS & LIMITATIONS

All platinum members are **ONLY** accommodated based on their work schedules. All work schedules must be submitted every week on Friday, no later than 11:59PM, using the Work Schedule Submission Form. If a parent's work schedule fluctuates each week, the parent is required to submit a new schedule change each week. If a parent's work schedule is a set schedule, parents will not need to submit a new schedule unless there is a change. When last minute changes occur, parents are responsible for updating their schedules immediately. Keep in mind, updated schedules must be approved before implementation. On the days parents are not on the schedule to work, parents will be allowed up to 4 hours of care **ONLY**. If parents exceed the four (4) hour time limit for care received on their off days, they will be responsible for any late fee charges that are incurred based on PKC I&T's late fee policy.

READ CAREFULLY: *All platinum members are subject to work schedule verification; this means that schedules will be verified randomly. This means that if a parent is found to be dishonest about their actual work schedules, parent will be asked to pick their child up immediately, child will be dis-enrolled, and services will be terminated and cannot be restored.*

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DAILY SCHEDULED TIMES							
Dates							

By signing below, I verify that this is my actual work schedule.

Parent Print Name: _____

Parent Signature: _____

Date: _____

Facility Director Print Name: _____

Facility Director Signature: _____

Date: _____



CHILDREN'S ENROLLMENT FORM

Entrance Date _____ Withdrawal Date _____

Child's Name _____ Sex _____ Age _____ Date of birth _____

Home Address (Street) _____

City _____ State _____ Zip _____

Home Phone Number _____

Father's Name _____ Home Phone Number _____

Father's Home Address (if different from child's) Street _____

City _____ State _____ Zip _____

Father's Place of Employment _____ Work Phone _____

Employer's Street Address _____ City _____ State _____ Zip _____

Mother's Name _____ Home Phone Number _____

Mother's Home Address (if different from child's) Street _____

City _____ State _____ Zip _____

Mother's Place of Employment _____ Work Phone # _____

Employer's Street Address _____ City _____ State _____ Zip _____

Child's Living Arrangements: (check one) Both Parents Mother Father Other

Child's Legal Guardian(s): (check one) Both Parents Mother Father Other

The child may be released to the person(s) signing this agreement or to the following:

*Name _____ Address _____
(Street-City-State-Zip)
Telephone Number _____ Relationship to child _____
Relationship to Parent(s) or Guardian _____
Other identifying information (if any) _____

*Name _____ Address _____
(Street-City-State-Zip)
Telephone Number _____ Relationship to child _____
Relationship to Parent(s) or Guardian _____
Other identifying information (if any) _____

Persons to contact in the case of emergency when parent or guardian cannot be reached:

Name _____ Telephone Number _____

Name _____ Telephone Number _____

Name _____ Telephone Number _____

Name of Public or Private School child attends, if any: _____

Child's doctor or clinic name _____

Doctor/clinic phone # _____

My child has the following special needs _____

The following special accommodation(s) may be required to most effectively meet my child's needs while at the center: _____

My child is currently on medication(s) prescribed for long-term continuous use and/or has the following pre-existing illness, allergies, or health concerns: _____

EMERGENCY MEDICAL AUTHORIZATION

Should (child's name) _____ Date of birth _____
suffer an injury or illness while in the care of (Facility name) _____
and the facility is unable to contact me (us) immediately, it shall be authorized to secure such medical attention
and care for the child as may be necessary. I (We) shall assume responsibility for payment for services.

Parent/Guardian: _____

Signature

Date: _____

Facility Administrator/Person-In-Charge _____

Signature

Date: _____

Parental Agreements with Child Care Facility

The _____ agrees to provide child care for

 (Name of Facility)
 _____ on _____ a.m. to _____ p.m.
 (Name of Child) (Days of Week)
 from _____ to _____
 (Month) (Month)

My child will participate in the following meal plan (circle applicable meals and snacks):

- Breakfast
- Morning Snack
- Lunch
- Afternoon Snack
- Evening Snack
- Dinner
- Bedtime Snack

Before any medication is dispensed to my child, I will provide a written authorization, which includes: date; name of child; name of medication; prescription number; if any; dosages; date and time of day medication is to be given. Medicine will be in the original container with my child's name marked on it.

My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent (s), or facility personnel.

I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc.

The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc., which include my child.

The _____ agrees to obtain written authorization from me before my child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep.

I authorize the child care facility to obtain emergency medical care for my child when I am not available.

I have received a copy and agree to abide by the policies and procedures for

(Name of Facility)

I understand that the facility will advise me of my child's progress and issues relating to my child's care as well as any individual practices concerning my child's special needs. I also understand that my participation is encouraged in facility activities.

Signed: _____ Date: _____
(Parent/Guardian)

Signed: _____ Date: _____
(Facility Administrator/Person-In-Charge)

Vehicle Emergency Medical Information

Child's Name _____ Date of Birth _____

Address _____

Father's Name _____

Home Phone _____ Work Phone _____

Mother's Name _____

Home Phone _____ Work Phone _____

Person to notify in an emergency and parents cannot be reached:

Name _____ Phone _____

Child's Doctor _____ Phone _____

Medical facility the center uses _____

Address _____

Child's Allergies _____

Current prescribed medication _____

Child's special needs and conditions _____

In the event of an emergency involving my child, and if _____

Name of Facility

cannot get in touch with me, I hereby authorize any needed emergency medical care. I further agree to be fully responsible for all medical expenses incurred during the treatment of my child.

Child's Name _____

Signature (Parent/Guardian) _____

Witness By _____ Date _____

Transportation Agreement

This is to certify that I give _____
Name of Facility

Permission to transport my child _____
Name of Child

from _____ at _____ (am/pm)
Pickup Location

to _____ at _____ (am/pm).
Delivery Location

My child will be transported from _____ at _____ (am/pm)

to _____ at _____ (am/pm)
Delivery Location

on the following days:

_____ Monday
_____ Tuesday
_____ Wednesday
_____ Thursday
_____ Friday

_____ is authorized to receive my child. In the event the authorized
Name of Authorized Person

person is not present to receive my child, the following procedures are to be followed:

The _____ is approximately _____ miles from the center.
Location

In the event that my child is not to be transported as outlined above, I agree to notify the

Facility

Signature (Parent/Guardian) _____ Date _____

PHOENIX KIDS CLUB MEMBERSHIP PRICING

Hours of Operations:

AM/PM SCHEDULE: 6AM – 6PM

NIGHT SCHEDULE: 3PM – 3AM

OVERNIGHT: 7:00PM – 7:00AM

All ****rates**** change based on the age of the child and membership and add-on selection.

Initial & Annual Registration Fee: \$85.00 per child

Membership Option #1 - Silver Membership Daytime 6AM – 6PM \$185 / weekly per child

- Year Round Childcare

- Monday through Friday Elite Childcare | 6:00AM - 6:00PM (Choose ANY 10 hours WITHIN Timeframe)

- Interactive Learning with Creative Curriculum

- Breakfast, Lunch & Snacks

Membership Option #1 - Silver Membership Night Shift 3PM – 3AM \$195 / weekly per child

- Year Round Childcare

- Monday through Friday Elite Childcare | 3:00PM - 3:00AM (Choose ANY 10 hours WITHIN Timeframe)

- Interactive and Explorative Fun

- Lunch, Dinner & Snacks

Membership Option #1 - Silver Membership Overnight Shift 3PM – 12AM \$200 / weekly per child

- Year Round Childcare

- Monday through Friday Elite Childcare | 8:00PM - 8:00AM (Choose ANY 10 hours WITHIN Timeframe)

Membership Option #2 - Gold Membership Daytime & Mid-Day \$285 / weekly per child

- Monday through Saturday **OR** Sunday Elite Childcare | 6:00AM - 6:00PM | 3:00PM - 3:00AM

- No Additional Holiday Pricing

- No Additional Holiday Pricing

- Day Swapping

Membership Option #2 - Gold Membership Night & Overnight \$325 / weekly per child

- Monday through Saturday **OR** Sunday Elite Childcare | 3:00PM - 3:00AM | 8:00PM - 8:00AM

- No Additional Holiday Pricing

- No Additional Holiday Pricing

- Day Swapping

Membership Option #3 - Platinum Membership 6AM – 6PM / 3PM – 3AM / 8PM – 8AM \$375 / weekly per child

- Year Round Childcare

- Day Swapping

- Monday through Sunday Childcare | 6:00AM - 4:00PM | 12:00PM – 10:00PM

- **Work Schedule Accommodation | MUST PROVIDE COPY OF WORK SCHEDULE FOR FULL 12 HRS**

- No Additional Holiday Pricing

ADDITIONAL SERVICES AND FEES

Late Fee	\$35 starting 10 minutes after the hour, then \$1 per minute. Note: <u>All</u> late payments <u>MUST</u> be made before child can return.
Member ONLY Drop-Ins	\$75 per day Mon – Fri 6:00AM – 4:00PM \$85 per day Mon – Fri 12:00PM – 10:00PM \$85 per day Sat – Sun 6:00AM – 4:00PM \$95 per day Sat – Sun 12:00PM– 10:00PM
Weekend Package	6:00AM – 4:00PM \$150/week (Saturday & Sunday) 12:00PM – 10:00PM \$170/week
Holiday Fee	\$25 Additional per Holiday
SICK Week Holding Fee	\$50 per week (Must Provide Verifiable Doctor’s Excuse)
Early Drop-Off or Extended Hours	\$45 per request (Up to 2 additional hours)
1 Weekend Per Month Add On	\$35 per week

**For extended care, please call for pricing
(888)807-1241**



Pricing Agreement Form

Child Name: _____ Membership: _____ Price: _____
Child Name: _____ Membership: _____ Price: _____
Child Name: _____ Membership: _____ Price: _____
Child Name: _____ Membership: _____ Price: _____
Child Name: _____ Membership: _____ Price: _____

Total: \$ _____ / week / month

_____ All payments are due on Friday no later than 5:00PM of the prior week before services are rendered. If parents drop off their child(ren) without making their weekly payments first, along with all additional late fees (if applicable), parents will be responsible to pay an additional \$35 per child, plus the additional late fee cost along with the daily drop-in rate for the day. Failure to adhere to payment policies will result in the temporary removal of the child. Parents will be instructed to pick up their child(ren) immediately and the child(ren) will not be allowed to return until all payments and fees have been paid in full.

_____ I understand that I will be required to pay **half of my weekly payment as a holding fee** per child to secure my child(ren) position for each week my child(ren) will not be present at PKC. Failure to do so will result in my having to pay a re-registration fee of \$85 per child plus the weekly payments for all the missing weeks or the possible loss of my child's position. I understand the half payment is due on Friday's no later than 5:00PM. If payments aren't made on time, the late fee policy will apply.

_____ *I understand that there is an additional \$25 that is added to all weekly pricing for holiday weeks. For example, if you are on a \$135 per week plan, you will pay \$160 for the week. Please see the federal holiday schedule for approved holidays. If a parent has more than one child enrolled that will be attending for those holiday weeks, the parent will still pay \$25 to cover the entire family.*

By signing below, I am stating that I have fully read and understand the Phoenix Kids Club Price Plans and service cost. I understand that there is a no refund policy on my registration fee and no refunds will be granted on my weekly payments if my child has attended at least one day for the week. I agree to paying the amount of \$ _____ weekly / monthly, along with the one-time registration fee of \$ _____.

Print Name: _____ Date: _____

Signature of Parent / Guardian: _____
Signature of Authorized Personnel: _____ Date: _____

LATE FEE POLICY

Please initial, sign and date below. Service will not be granted if this form is not completely filled out and turned in.

_____ I understand that my payment in the amount of \$_____ for _____ *(list membership type)* is due **every Friday no later than 5:00PM** prior to the upcoming service week. **If I am late making my payment**, I am fully aware there is a \$35 initial late fee for day one and \$10 late fee per day **(IF NOT PAID BY 10AM)** for days two and beyond. I understand that these late fees will be added to my weekly payment and that payment is due before further services are rendered. *For example, if you make your weekly payment on Saturday at 10:01AM, you are responsible to make the late payment of \$45 to cover Friday and Saturday's late fee.* Each day an additional \$10 will be added if the fee isn't paid by 10:00AM. If my payment is not made before my child is dropped off at PKC, I understand that my child will be denied service until my weekly payment and late payments are brought to a **PAID IN FULL** status. If I drop my child off and my payment is not made, I will be charged based on the unauthorized drop off policy.

_____ **(Only initial here if you are a Platinum Plus Member)** I understand that if I am late without **communication to pick up my child**, I am responsible to pay the late fee in the amount of an initial \$35, then \$1 per minute. However, **IF I have communicated my late status at least 1 hour before my scheduled pick-up time**, I understand that I will not be charged a late fee until my one (1) hour grace period has expired. Once my grace period has expired, I am responsible to pay the late fee in the amount of \$35, plus \$1 per minute.

_____ I understand that if for any reason my child will not be attending for a week or more, I must contact PKC at least seven (7) days before the date of absence to avoid any additional fees (i.e. late fees) to pause my child(ren) membership. I understand that I will be responsible for paying a holding fee of half of what my membership rate is to hold my child's spot for every week my child is absent. If I do not communicate within that 7-day window, I understand that I will be responsible for making the full payment for my child's membership along with any current, overdue payments and late payments incurred. If my payment isn't made before the next payment is due, I am aware that there will also be a charge of \$85 for re-enrollment fee and all applicable fees before my child may continue receiving services. I understand there are **NO EXCEPTIONS**.

_____ I understand that payments are considered late if they are not paid by 5:00PM on Friday of each week prior to the service week. I understand that my child cannot receive any services unless payment has been confirmed **first**. If I drop off my child(ren) without making their weekly payment first, along with all additional late fees (if applicable), I acknowledge that I will be responsible to pay an additional \$35 per child, plus the additional late fee cost. Failure to adhere to payment policies will result in the temporary removal of my child. I acknowledge I will be instructed to pick up my child(ren) immediately from the care of PKC and my child(ren) will not be allowed to return until all payments and fees have been **PAID IN FULL**.

_____ I understand that I will be required to pay half of my child(ren)'s weekly membership cost to hold and secure my child(ren)'s position for each week my child(ren) will not be present at PKC. Failure to do so, will result in my having to pay a re-registration fee of \$85 per child plus

the current week's payment or the possible loss of my child's position. **No slots are guaranteed once there is a lapse in payment.**

*****Note:** *There is an additional \$25 per family that is added to all weekly pricing for holiday weeks. For example, if you are on a \$135 per week plan, you will pay \$160 on holiday weeks that include major holidays such as Fourth of July, Memorial Day, Thanksgiving, Christmas, and New Year's. (See the holiday sheet for full list of holidays) If the child(ren) will not be attending on the holiday weeks, the parent is still responsible for paying the holiday fee of \$25 plus the half payment to secure their child(ren) position.*

Name of Child #1 (please print): _____ Age: _____

Name of Child #2 (please print): _____ Age: _____

Name of Child #3 (please print): _____ Age: _____

Name of Child #4 (please print): _____ Age: _____

Name of Parent/Guardian (please print): _____

Parent/Guardian's Signature: _____ Date: _____

Name of Parent/Guardian (please print): _____

Parent/Guardian's Signature: _____ Date: _____

Authorized Signature: _____ Date: _____

OUT OF SCHOOL AND HOLIDAY PRICING

Hours of Operations:
AM/PM SCHEDULE: 6AM – 6PM
MID-DAY SCHEDULE: 12PM – 12AM
OVERNIGHT SCHEDULE: 7PM – 7AM

ADDITIONAL OUT OF SCHOOL COST

1 - 2 DAYS	\$50
3 - 5 DAYS	\$100
HOLIDAYS	\$25 per family

Parents **can opt out** of paying the holiday fee for the entire year, however, if a parent opts out of paying the holiday fee, the parent will need to find care for all holiday weeks. No drop-in will be permitted. Parent will be responsible for arranging care outside of PKC during those weeks as if the facility was closed. Parents are not able to opt out of the holiday fee schedule within a given holiday week. If a parent refuses to pay the holiday fee anytime during any holiday week, the parent will automatically be placed on the county's school schedule for the remainder of the year. Parents will not be able to opt back into holiday pay until January of the following year.

The federal holiday's we recognize here with PKC are as follows:

- Martin Luther King Jr.
- Easter
- Memorial Day
- Juneteenth
- 4th of July
- Labor Day
- Thanksgiving
- Christmas
- New Year

I have read the Out of School and Holiday Pricing cost. **I understand that whether my child attends for the holiday weeks OR not, I will be responsible for paying the additional holiday cost of \$25.** I also understand the cost for 1-2 days for regular out of school weeks is \$50 and 3-5 days is \$100. *By signing this form, I am agreeing to pay the necessary Out of School Fees and Holiday Pricing as required.*

Print Name: _____ Date: _____

Signature of Parent / Guardian: _____

Print Name: _____

Signature of Authorized Personnel: _____ Date: _____

OUT OF SCHOOL AND HOLIDAY OPT OUT FORM

LEAVE THIS FORM BLANK IF YOU ARE NOT CHOOSING TO OPT OUT

I _____, choose to **opt out** of the out of school and holiday fees for the year. I understand that in opting out, the Phoenix Kids Club will not be available to provide care for those weeks per my decision to opt out. I also understand that I will still be required to pay my child's holding fee of \$ _____ (half of child's membership) if I choose to opt out of the school and holiday fees. I understand that failure to pay my child's holding fee will result in the dis-enrollment of my child, causing my child to lose their slot and redo the re-enrollment process if space is available.

Note: The purpose of the out of school fee is to accommodate parents for the additional hours as if their child was in school and to also provide services for their normal hours as per schedule.

Print Name: _____

Date: _____

Signature of Parent / Guardian: _____

Print Name: _____

Signature of Authorized Personnel: _____ Date: _____

Parent/Guardian Notice of No Liability Insurance and Acknowledgment

(Only Complete this Form if Instructed by your Child Care Provider)

I understand I am being informed in writing by signing this acknowledgment that this child care facility does not carry liability insurance sufficient to protect my children in the event of an injury, etc.

Parents'/Guardians' Signature(s):

Date:

Date:

Printed Name(s):

Per SB 24 (2004) requiring child care facility owners who are not covered by liability insurance to **provide and retain written notice** regarding no coverage to the parents and guardians.



PHOENIX KIDS CLUB LLC.
Parent Liability Form

I _____ understand that if my child breaks, loses, or steals any property of the Phoenix Kids Club LLC. I will be held responsible to cover the damages. I understand that the property in question will need to be replaced within seven (7) days of the incident, unless a later date is agreed upon from the facility director.

Print Name: _____

Signature: _____

Date: ___ / ___ / ____

Print Name: _____

Signature: _____

Date: ___ / ___ / ____

WAIVER AND RELEASE OF LIABILITY

IN CONSIDERATION OF the risk of injury that exists while participating in PHOENIX KIDS CLUB'S FIELD TRIPS, PLAYGROUND, AND EXTRA CURRICULAR ACTIVITIES (hereinafter the "Activity"); and

IN CONSIDERATION OF my desire to participate in said Activity and being given the right to participate in same;

I HEREBY, for myself, my heirs, executors, administrators, assigns, or personal representatives (hereinafter collectively, "Releasor," "I" or "me", which terms shall also include Releasor's parents or guardian if Releasor is under 18 years of age), knowingly and voluntarily enter into this WAIVER AND RELEASE OF LIABILITY and hereby waive any and all rights, claims or causes of action of any kind arising out of my participation in the Activity; and

I HEREBY release and forever discharge PHOENIX KIDS CLUB LLC., located at 742 Veterans Parkway Jonesboro, Georgia 30238, their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns (collectively "Releasees"), from any physical or psychological injury that I may suffer as a direct result of my participation in the aforementioned Activity.

I AM VOLUNTARILY PARTICIPATING IN THE AFOREMENTIONED ACTIVITY AND I AM PARTICIPATING IN THE ACTIVITY ENTIRELY AT MY OWN RISK. I AM AWARE OF THE RISKS ASSOCIATED WITH PARTICIPATING IN THIS ACTIVITY, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO: PHYSICAL OR PSYCHOLOGICAL INJURY, PAIN, SUFFERING, ILLNESS, DISFIGUREMENT, TEMPORARY OR PERMANENT DISABILITY (INCLUDING PARALYSIS), ECONOMIC OR EMOTIONAL LOSS, AND DEATH. I UNDERSTAND THAT THESE INJURIES OR OUTCOMES MAY ARISE FROM MY OWN OR OTHERS' NEGLIGENCE, CONDITIONS RELATED TO TRAVEL TO AND FROM THE ACTIVITY, OR FROM CONDITIONS AT THE ACTIVITY LOCATION(S). NONETHELESS, I ASSUME ALL RELATED RISKS, BOTH KNOWN AND UNKNOWN TO ME, OF MY PARTICIPATION IN THIS ACTIVITY.

I FURTHER AGREE to indemnify, defend and hold harmless the Releasees against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf, including attorney's fees and any related costs.

I FURTHER ACKNOWLEDGE that Releasees are not responsible for errors, omissions, acts or failures to act of any party or entity conducting a specific event or activity on behalf of Releasees. In the event that I should require medical care or treatment, I authorize Phoenix Kids Club LLC. to provide all emergency medical care deemed necessary, including but not limited to, first aid, CPR, the use of AEDs, emergency medical transport, and sharing of medical information with medical personnel. I further agree to assume all costs involved and agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I FURTHER ACKNOWLEDGE that this Activity may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. I agree not to participate in the Activity unless I am medically able and properly trained, and I agree to abide by the decision of the Phoenix Kids Club LLC. official or agent, regarding my approval to participate in the Activity.

I HEREBY ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS "WAIVER AND RELEASE" AND FULLY UNDERSTAND THAT IT IS A RELEASE OF LIABILITY. I EXPRESSLY AGREE TO RELEASE AND DISCHARGE Phoenix Kids Club LLC. AND ALL OF ITS AFFILIATES, MANAGERS, MEMBERS, AGENTS, ATTORNEYS, STAFF, VOLUNTEERS, HEIRS, REPRESENTATIVES, PREDECESSORS, SUCCESSORS AND ASSIGNS, FROM ANY AND ALL CLAIMS OR CAUSES OF ACTION AND I AGREE TO VOLUNTARILY GIVE UP OR WAIVE ANY RIGHT THAT I OTHERWISE HAVE TO BRING A LEGAL ACTION AGAINST Phoenix Kids Club LLC. FOR PERSONAL INJURY OR PROPERTY DAMAGE.

To the extent that statute or case law does not prohibit releases for ordinary negligence, this release is also for such negligence on the part of Phoenix Kids Club LLC., its agents, and employees.

I agree that this Release shall be governed for all purposes by Georgia law, without regard to any conflict of law principles. This Release supersedes any and all previous oral or written promises or other agreements.

In the event that any damage to equipment or facilities occurs as a result of my or my family's or my agent's willful actions, neglect or recklessness, I acknowledge and agree to be held liable for any and all costs associated with any such actions of neglect or recklessness.

THIS WAIVER AND RELEASE OF LIABILITY SHALL REMAIN IN EFFECT FOR THE DURATION OF MY PARTICIPATION IN THE ACTIVITY, DURING THIS INITIAL AND ALL SUBSEQUENT EVENTS OF PARTICIPATION.

THIS AGREEMENT was entered into at arm's-length, without duress or coercion, and is to be interpreted as an agreement between two parties of equal bargaining strength. Both Participant, _____ and Phoenix Kids Club

LLC. agree that this agreement is clear and unambiguous as to its terms, and that no other evidence shall be used or admitted to alter or explain the terms of this agreement, but that it will be interpreted based on the language in accordance with the purposes for which it is entered into.

In the event that any provision contained within this Release of Liability shall be deemed to be severable or invalid, or if any term, condition, phrase or portion of this agreement shall be determined to be unlawful or otherwise unenforceable, the remainder of this agreement shall remain in full force and effect. If a court should find that any provision of this agreement to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

In the event of an emergency, please contact the following person(s) in the order presented:

Emergency Contact

Contact Relationship

Contact Telephone

I, THE UNDERSIGNED PARTICIPANT, AFFIRM THAT I AM OF THE AGE OF 18 YEARS OR OLDER, AND THAT I AM FREELY SIGNING THIS AGREEMENT. I CERTIFY THAT I HAVE READ THIS AGREEMENT, THAT I FULLY UNDERSTAND ITS CONTENT AND THAT THIS RELEASE CANNOT BE MODIFIED ORALLY. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND THAT I AM SIGNING IT OF MY OWN FREE WILL.

Participant's Name:

Participant's Address:

Signature:

Date:

PARENT / GUARDIAN WAIVER FOR MINORS

In the event that the participant is under the age of consent (18 years of age), then this release must be signed by a parent or guardian, as follows:

I **HEREBY CERTIFY** that I am the parent or guardian of _____, named above, and do hereby give my consent without reservation to the foregoing on behalf of this individual.

Parent / Guardian Name: _____

Relationship to Minor: _____

Signature: _____

Date: _____



VIDEO AND IMAGE RELEASE FORM

PHOTO/VIDEO RELEASE FORM

I hereby give permission for images of my child, captured during (his, her, their) stay or during a Phoenix Kids Club Event through video, photo and digital camera, to be used solely for the purposes of The Phoenix Kids Club promotional material, classroom LIVEs, and publications, and waive any rights of compensation or ownership thereto.

Name of Child #1 (please print): _____ Age: _____

Name of Child #2 (please print): _____ Age: _____

Name of Child #3 (please print): _____ Age: _____

Name of Child #4 (please print): _____ Age: _____

Name of Parent/Guardian (please print): _____

Parent/Guardian's Signature: _____

Date: _____



PARENT CONTACT LIST

Mother's Name: _____

Email: _____

Phone Number: _____

Full Address: _____

Dad's Name: _____

Email: _____

Phone Number: _____

Full Address: _____

Emergency Contact Information: (Additional Person that can pick your child up. Must provide State ID)

Emergency Contact Name: _____

Phone Number: _____

Full Address: _____

Emergency Contact Name: _____

Phone Number: _____

Full Address: _____

List ALL Child Allergies:
