

Kids Express



Kids Express

Parent Handbook 2019-2020

WELCOME!

All aboard Kids Express! We are going to have many adventures this year and we are so glad that your family is joining us on our journey! Our school year will be filled with thrilling learning experiences and there are sure to be growing opportunities around each bend! To ensure that a fun and successful journey is had by all, we ask that you read through the entire Parent Handbook and that you join us in carrying out the policies and procedures. Thank you for your support and enthusiasm; it is truly a privilege to serve you and your child! If you have any comments or questions, please feel free to contact us at any time.

Kids Express Director, Darlene Dickson: darlened@hoffmantown.org or 858.8602

MISSION

The Kids Express mission is to provide quality care in a positive, Christian atmosphere which will promote the spiritual, cognitive, and socio-emotional growth of children through the participation in educationally sound learning activities.

PHILOSOPHY

We believe that, for each child, it is vital to foster not only healthy growth and development in education but also healthy growth and development in God. Our curriculum addresses educational fundamentals in correspondence with Bible stories and activities. We believe that an early exposure to real life application of Biblical principles provides children with sound moral development and a starting place for faith. Developmentally appropriate curriculum helps teachers to provide educational fundamentals and social experiences that prepare the children for greater success in Kindergarten. Teachers guide the learning process by using clear, encouraging, and developmentally appropriate communication that fosters understanding and self-confidence. Teachers also use fun and exciting curriculum-based lesson plans that encourage the children to enjoy learning. In addition, each classroom provides an array of play and learning centers where children can participate in individual or group educational play so that each child has an opportunity to learn about their world through exploration.

CURRICULUM

The learning process is set into motion very early in life so we strive to provide experiences that promote spiritual, cognitive, and socio-emotional growth that are appropriate for the developmental age of each class. Teachers encourage active engagement and participation during structured class time and teachers encourage experimentation and exploration during unstructured class time. Learning is most

effective when it is fun and when children have an opportunity to make choices, so play is a primary resource and mode for learning.

PROGRAM INFORMATION

Kids Express is licensed by the State of New Mexico and is a component of the Children's Ministry at Hoffmantown Church in Albuquerque. Our preschool program provides early childhood education for two, three, four, and five-year-old children. **Please note, all students 3 years-old and above MUST be fully potty-trained per state regulations.**

Address:

Hoffmantown Church/Kids Express
8888 Harper Dr. NE
Albuquerque, NM 87111

School Hours:

9:00am – 1:00pm
Monday-Thursday

Class Days:

Young 2's: Mondays/Wednesdays OR Tuesdays/Thursdays

Older 2's: Mondays/Wednesdays OR Tuesdays/Thursdays

Three's: Mondays/Wednesdays OR Tuesdays/Thursdays OR Mondays/Tuesdays/Wednesdays

Pre-K: Mondays/Tuesdays/Wednesdays OR Mondays/Tuesdays/Wednesdays/Thursdays

Student to Teacher Ratios:

Young 2's and Older 2's: 10 students to 2 teachers

Young 3's and Older 3's: 12 students to 2 teachers

Pre-K (4's and 5's): 12 students to 2 teachers

Registration Fee:

Two's and Three's \$100.00 per child

Pre-K (Four's and Five's) \$125.00 per child

The registration fee is a yearly payment that is due upon application for each school year. When a child is placed on a waiting list due to lack of classroom availability the registration fee will not be deposited until the child is placed in a classroom. Once a child has been placed in a class the registration fee is non-refundable.

Standard Tuition:

2 days: \$226.00/month

3 days: \$323.00/month

4 days: \$404.00/month

Discounted for Younger Siblings:

2 days: \$204.00/month

3 days: \$285.00/month

4 days: \$365.00/month

August tuition is prorated to half of your normal monthly amount and is due on your child's first day of school. Beginning in September, **full monthly tuition payments are due on the first of every month.** Late fees apply for tuition payments that are received after the tenth of the month. May tuition is also prorated to half of your monthly amount.

Please note:

- Late fees will apply to tuition paid after the 10th of the month.
- If a child's tuition is more than 30 days past due, the child may be disenrolled/suspended from Kids Express.
- If there is an outstanding balance at the end of the school year, the child will not be permitted to participate in the year end activities, including graduation.
- A two-week notice is required for disenrollment or a full month's tuition will be charged.

A 5% discount will be applied to student tuition that is paid in full at the beginning of the school year. No discount will be offered after August 31st of the current school year.

Payment Options:

- Pay online by first emailing Lyn Hughes at lynh@hoffmantown.org for a password to set up an account.
- Deposit cash or check into the Kids Express tuition drop box. *Checks must be made out to Kids Express and must have the child's full name written in the memo section.*
- Mail payment to Hoffmantown Kids Express, 8888 Harper Dr. NE, Albq., NM, 87111

Late Pick-up Fee:

Parents will be considered "late" if they pick up their child ten or more minutes after 1:00pm. Late parents will be charged \$1.00 for each minute after 1:10pm. Please speak to the Director if unavoidable circumstances cause you to be late.

TYPICAL DAILY SCHEDULES

Two's Classroom

- 9:00 Welcome
- 9:15 Circle Time
- 9:30 Snack
- 10:15 Outside Play
- 11:00 Projects
- 11:30 Center Time
- 12:00 Lunch
- 12:45 Show and Tell
- 1:00 Dismissal

Three's Classroom

9:00 Welcome
9:30 Snack
10:00 Circle Time
10:30 Outside Play
11:00 Art Project
11:30 Classroom Activity
11:45 Lunch
12:15 Classroom Activity
12:45 Clean up
1:00 Dismissal

Pre-K Classroom

9:00 Welcome
9:15 Circle Time
9:45 Snack
10:00 Phonics
10:25 Handwriting
10:45 Outside Play
11:05 Numbers
11:30 Centers Time
12:00 Lunch
12:30 Activity Time/Show and Tell
12:55 Clean Up
1:00 Dismissal

WHAT DO I NEED TO DO EVERYDAY?

Pack your child a sack lunch that does not require refrigeration or heating up and will stay fresh inside a thermal lunch box. Please label the lunch box.

Dress your child in loose, comfortable clothing.

Pack a complete change of weather appropriate clothes for your child. Sometimes clothes get dirty or soiled so we ask that you do this for older preschoolers as well. Please label the clothes.

Bring your child to school at 9:00am. **The classroom will begin accepting children no earlier than 8:55am.**

Sign in your child using the electronic kiosks at the front counter.

Escort your child to the classroom.

Go do boring “adult things” while your child has tons of fun at school!

Sign out your child at 1:00pm using the electronic kiosk at the front.

Go to the classroom and pick up your child (and any fun art projects that they bring home) from the classroom.

SCHOOL CANCELLATIONS AND ABSENCES

If APS cancels or announces a 2-hour delay due to inclement weather, the Kids Express school day is cancelled. If a cancellation occurs, there will be no make-up days or tuition credits.

If your child will not be attending school due to illness, please notify the Director by 9:00am and refer to the Well-Child policy.

WELL-CHILD POLICY

For the safety and well-being of everyone at Kids Express, children with symptoms of illness will not be accepted into the classroom. Symptoms include but are not limited to green/yellow discharge from the nose, heavy coughing, fever (100.4 degrees or greater), diarrhea, vomiting, rash, and pink eye. If a child contracts symptoms of illness during the school day, the child will be isolated and the parents will be notified to pick up their child.

If your child will not be attending school due to illness, please notify the Director by 9:00am. If your child contracts a contagious disease following a school session, please notify the Director so that everyone who came into contact with that classroom may be notified. Only the pertinent information of the illness will be released which will not include names or any identifying information. Children must be symptom free for at least 24 hours before they will be accepted into the classroom. Children in need of antibiotics must use them for at least 24 hours before they will be accepted into the classroom. No exceptions.

It is against Kids Express policy to dispense any kind of medication to children. If, however, your child has a special need (asthma, diabetes, severe peanut allergy, etc.), please consult with the Director so that those needs may be addressed.

DISCIPLINE POLICY

We believe that children are a gift from God and should be handled with love and understanding. Teachers must guide the children in cooperative behavior by using preventive and responsive discipline.

Preventive discipline stops poor behavior before it happens and includes:

- Maintaining proper student to teacher ratios
- Providing a comfortable room arrangement
- Providing a consistent and efficient schedule
- Using age-appropriate lesson plans that include hands-on learning activities
- Providing consistent communication of simple classroom rules
- Setting a good example
- Observing and staying alert
- Providing positive attention and direction
- Praising good behavior

Responsive discipline appropriately reacts to poor behavior after it has occurred. Poor behavior includes but is not limited to interrupting the lesson, disrespecting another

person, hurting others, endangering oneself, or damaging the classroom. It is never acceptable for a teacher to discipline by hitting, spanking, using abusive language, ridiculing, or any other harsh or humiliating treatment. Instead, Kids Express teachers use the techniques outlined below.

Redirect behavior: The teacher replaces the source of the poor behavior with another activity. This technique is especially effective with our younger preschoolers.

Explain: The teacher briefly explains the poor behavior, describes a more appropriate way for the child to behave, and helps the child begin more appropriate behavior.

Logical Consequences: The teacher uses natural consequences of the child's actions to dictate the discipline. For example, if the child throws pencils on the floor, the natural consequence is for the child to pick up all of the pencils.

Intervention: The teacher helps to resolve a conflict between the children when they are unable to resolve the problem themselves by recognizing the children's feelings, setting limits, and providing possible alternatives.

Thinking Chair: The thinking chair is used to give a child the chance to calm down and regroup. As the child sits in the chair and faces the classroom he/she is encouraged to think about the good work he/she would like to do. The child will sit in the chair no longer than one minute per year of age. At the end, the teacher will talk with the child about what the child has decided would be appropriate behavior and invite the child to rejoin the classroom activities.

Contact Parent: The teacher contacts the parents to come pick up their child when he/she continues to display unacceptable behavior.

Consistent and severe behavioral issues may result in a temporary or permanent dismissal from the program. Tuition and fees are non-refundable if your child is asked to take time off.

Biting Policy: Our biting policy is to dismiss a child for one month if he/she bites another child on three occasions. Parents are notified when their child bites another child and the teachers will work with the parents to prevent reoccurrence.

We believe that family is very important to each child and we encourage parental input, observation, and participation. We always desire to work with and support parents in helping their child grow to understand acceptable and unacceptable behavior.

Expulsion Policy

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one to two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds

that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child. **Tuition and fees are non-refundable if your child is asked to leave.**

The list below is some, but not limited to, reasons an expulsion may occur.

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.
- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Expulsion Procedures:

1. Teachers will document challenging behaviors as they become excessive and report to the Director.
2. Repeated reports of such behaviors will result in a series of meetings with the parents, teachers and director.
 - a. Collaborative meeting: The concerns will be clearly defined and goals will be laid out with the parents to determine the best way to resolve the undesirable behaviors. A follow up conversation will be set up to evaluate progress, this can be either a phone or in person meeting.
 - b. Re-evaluation meeting: If undesirable behaviors persist this meeting will be set up to review documentation and discuss the next steps. If appropriate, outside resources will be addressed and sought out.
 - c. Expulsion meeting: After a time period, set forth in the re-evaluation meeting, and all attempts have been made with no improvement, the child will be asked to leave the program.
3. Staff and parents will work together to implement the goals and corrections set forth in the collaborative meeting with the intent of correcting the behaviors to eliminate any further meetings.
4. In the event an expulsion meeting is held, parents will be given notice, as determined by the director, to make alternative arrangements.
5. Tuition and fees are non-refundable if your child is asked to leave.

TEACHERS AND THEIR QUALIFICATIONS

Our teachers are the reason that Kids Express is such a great place for your child. Every teacher passionately pursues excellence in the classroom resulting in students receiving the best possible learning experiences. They consider it a privilege to nurture each young life and they never fail to go the extra mile to do so. The most important qualification that our teachers offer is a contagious love for Jesus!

All of our teachers are trained in Early Childhood Education or have a Bachelor's or Master's degree in a related field. Each year, teachers are required to receive 12 hours of continuing education in Early Childhood Education. Every teacher must maintain current certification in CPR and First Aid. Our teachers are hired only after an extensive interviewing process that includes fingerprinting and a background check run by the Children, Youth, and Families Department of New Mexico and the Federal Bureau of Investigation.

SAFETY AND SECURITY

Your child's well-being is our first priority and there are many steps that we take to ensure that your child is safe.

We go beyond what the State of New Mexico requires for student to teacher ratios. In our younger classrooms there are two teachers for every twelve students and in our Pre-K classrooms there are two teachers for every fourteen students.

All of our teachers are required to have current certification in CPR and First Aid.

We enforce our Well-Child policy.

Parents use the electronic kiosks to ensure that only authorized people are able to drop-off and pick-up your child.

We abide by fire code and state licensing regulations.

All teachers and volunteers are required to have their fingerprints taken and to get background check clearance from the Children, Youth, and Families Department of New Mexico and the Federal Bureau of Investigation.

The doors to the school remain locked while school is in session so that anyone who wishes to enter the school must go through the office first. In case of an emergency, it is always possible to exit the school through the locked doors.

CONFIDENTIALITY

Any and all information and file material regarding all clients of Kids Express are strictly confidential and will not be transferred or discussed with anyone outside of the program nor with anyone inside the program other than the child's parents, the child's teachers, and the Kids Express administration.

PARENT INVOLVEMENT

We greatly encourage parent participation because we want everyone to be involved in the children's learning process! Each classroom will provide their own unique opportunities to participate in birthday parties, holidays, or other events. **Joining the Puppet Ministry is an excellent way to get involved! Please visit our website for more information about this exciting opportunity.**

SNACKS AND FOOD

In each classroom, parents take turns bringing snack for the entire class. Due to the increasing number of nut allergies, we **STRONGLY** prefer and suggest the avoidance of lunches and snacks that contain nuts. All snacks must be nutritious and all juice must be 100% real fruit juice. We ask that you reserve special treats, such as cupcakes or cookies, for birthdays or special occasions. For snack ideas, please visit our website or speak with your child's teacher.

HOLIDAYS, BIRTHDAYS, AND SPECIAL EVENTS

Kids Express celebrates Christian holidays as well as many national holidays. For your child's birthday, you may speak to his/her teachers about bringing a special snack for the entire class to share. Kids Express celebrates many special events including but not limited to Homecoming, Thank You Jesus Feast, Birthday Party for Jesus, Easter, and Mother's Day.

FIELD TRIPS

Kids Express students do not go on field trips. We bring special guests such as firemen, storytellers, homebuilders, and more to our school. Please note that our visitors may vary.

REGISTRATION

Download a Registration Packet from our website at www.hoffmantownchurch.org. Click on "Kids Express", and then click on "Registration". If you have any trouble downloading the forms please feel free to contact us so we can print one for you.

Children must be two years old by September 1st of the school year in order to register. **The registration packet must be complete or it will not be processed.** Children are placed in the program strictly according to their birth date. Placement in the program is "first come, first served". Children in the three year old programs must be potty trained.

Parents will receive a Placement Letter in the mail to confirm registration in the program.

DISENROLLMENT PROCESS

A two week notice is required for disenrollment or a full month's tuition will be charged.

CHILD ABUSE AND NEGLECT REPORTING PROCEDURE

Any person who suspects child abuse or neglect is under legal obligation to report to the Child Abuse and Neglect Department of the Children, Youth, and Families Department of New Mexico at the **24-hour hotline (505) 841-6100** or **toll free at 1-800-797-3260**. One must report all known demographic information on the child and the family, any allegations of suspected child abuse and neglect, the location of the family, any safety factors involving the child, an assessment of the family's needs and strengths, and any potential risks to the investigator. Confidentiality laws will protect those who report child abuse and neglect from civil or criminal liability.

EMERGENCIES

In the event of a medical emergency, natural disaster, or a missing child, Kids Express will take immediate actions to secure the safety of the child(ren) involved and to notify the parents as soon as possible. Accommodations will be made for special needs children. Our policies and procedures are outlined below.

Emergency: Call 911

Information you will need:

Name: Kids Express Preschool

Address: 8888 Harper NE

“We are located in Hoffmantown Church at the west end of the building”

Cross Streets: Harper/Ventura (just north of Academy)

Emergency: 911

Police: 242-COPS (2677)

Fire Department: 833-7300

Paramedics: 833-7300

Poison Information Center: 272-2222

Evacuation: Each classroom will be notified of a fire by the audible alarm.

1. Stay calm.
2. Count children and account for everyone.
3. Grab emergency information for the children.
4. Close all doors.
5. Go to designated meeting area (**Amphitheater**)
6. Make sure everyone is accounted for.
7. Parents will be notified ASAP.

Relocation: In the event we must vacate the premises entirely.

1. Stay calm.
2. Count children and account for everyone.
3. Grab emergency information for the children.
4. Go to designated meeting area **FRONT WEST PARKING LOT.**
5. Off-site meeting place will be **THE CHERRY HILLS LIBRARY**
6. Make sure everyone is accounted for. Accommodations will be made for special needs children.
7. Parents will be notified ASAP.

Shelter in Place: Each classroom will be individually notified by radio of a "shelter in place" when an emergency arises. The emergency may consist of any environmental issue requiring this procedure.

1. Please remain calm.
2. Teacher who carries radio will collect:
 - a. keys
 - b. emergency bag
 - c. cell phone.
 - d. Check-in slips
3. Teachers quickly, quietly and calmly escort children to Lunch room.

- a. Two's and Young Three's enter from the church crawler room.
- b. Pre-K enter the way you enter for Puppets
4. Once everyone is in the Lunch room and accounted for (**teachers with radios**) cover windows and lock doors.
5. **Turn your radios off** except for Express Leaders. (If Express Leader is not available then co-teacher can leave radio on.)
6. Sit on the floor with children.
7. Teachers keep children quiet.
8. No snacks until/unless necessary
9. No flushing toilets
10. Remain in shelter in place mode until administration come and tells you that all is clear.
11. Once released, return to classrooms.

Lock Down: Each classroom will be individually notified by radio of a "lock down" when an emergency arises. The emergency may consist of invasion of an outsider, a utility outage, police request, hostage situation, drive-by shooting, etc.

1. Please remain calm.
2. Teacher who carries radio will:
 - a. cover hall window with window covering on the frame
 - b. turn the lights off
 - c. collect folder with child/parent information
3. Meanwhile, the other teacher will:
 - a. tend to the children
 - b. keep them calm
 - c. move them away from windows and doors
4. Both teachers will help to keep everyone quiet.
5. Make sure that everyone is accounted for.
6. Turn radios **WAY DOWN**. Put cell phones on silent mode.
7. Teachers will notify parents as soon as they have been directed to do so.
8. Do not open door for anyone.
9. Remain on lockdown until administration unlocks your door and gives you the all clear.

Communication: Each classroom will have a radio assigned and delivered to them each day.

1. One teacher is to carry that on their person each day.
2. Each classroom will be notified by either the Director or Assistant when a situation arises requiring action in any of the following instances.

Reunification with Parent/Guardian: Each classroom will carry the "Emergency Backpack" with them containing contact paperwork for each student.

1. Verify the identity of the authorized pick-up person.
2. Check Photo ID of the individual.
3. Record the name of the authorized pick-up person, the name of the child, and the time of release.
4. Pick-up person must sign their name next to the time of release of the child.

COPY OF FORMS FOR CHILDREN'S RECORDS

Find the registration packet at www.hoffmantownchurch.org. Click on "Kids Express", and then click on "Registration".



Kids Express

Kids Express

2019-2020 Registration Packet

The registration packet **MUST** be complete or it will **NOT** be processed.

Children must turn two years old before September 1st of the school year.

Children are placed in the program strictly according to their birth date.

Placement in the program is "first come, first serve".

REGISTRATION CHECKLIST:

- BASIC INFORMATION
- PROGRAM PLACEMENT HANDBOOK
- TUITION
- MEDICAL NEEDS page 1
- MEDICAL NEEDS page 2
- MEDIA RELEASE

MUST HAVE ONE OF THE FOLLOWING:

- PHOTOCOPY OF CURRENT IMMUNIZATION RECORD

OR

- A CONSCIENTIOUS OBJECTION LETTER

Find at:

www.nmhealth.org

 **BASIC INFORMATION** 

Child's Name _____

Child's Nickname (optional) _____ Age as of 9/1/19 _____

DOB _____ BOY / GIRL (Circle One) Home Phone _____

Address _____

City/State _____ Zip _____

Parent/Guardian's Name _____

Occupation/Employer _____

Business Address _____ Zip _____

Cell Phone _____ Work Phone _____

Email _____

Parent/Guardian's Name _____

Occupation/Employer _____

Business Address _____ Zip _____

Cell Phone _____ **Work Phone** _____

Email _____

Are you currently a member of a church? YES / NO (Circle One)

If yes, which one? _____

List TWO people (other than parent/guardian) who are authorized to drop-off and pick-up your child and can be contacted in case of an emergency:

1. Name _____ Phone #'s _____

Relationship to the child _____ Male/Female (Circle One)

2. Name _____ Phone #'s _____

Relationship to the child _____ Male/Female (Circle One)

Parent/Guardian's Signature _____ **Date** _____

Office Use Only:

Room _____ Days _____ Teachers _____



PROGRAM PLACEMENT/HANDBOOK



Please circle your child's birth month/year to determine your child's age group placement:

- Young 2's:** 8/17 7/17 6/17 5/17 4/17 3/17
- Older 2's:** 2/17 1/17 12/16 11/16 10/16 9/16
- Three's:** 8/16 7/16 6/16 5/16 4/16 3/16
2/16 1/16 12/15 11/15 10/15 9/15
- Pre-K:** 8/15 7/15 6/15 5/15 4/15 3/15
2/15 1/15 12/14 11/14 10/14 9/14

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Please circle your preferred classroom program according to your child's age group:

- Young 2's:** Mondays/Wednesdays Tuesdays/Thursdays
- Older 2's:** Mondays/Wednesdays Tuesdays/Thursdays
- Young 3's:** Mondays/Wednesdays Tuesdays/Thursdays Mondays/Tuesdays/Wednesdays
- Older 3's:** Mondays/Wednesdays Tuesdays/Thursdays Mondays/Tuesdays/Wednesdays
- Pre-K:** Mondays/Tuesdays/Wednesdays Mondays/Tuesdays/Wednesdays/Thursdays

Is there anything special you would like Kids Express to consider when placing your child in a classroom?

Students enrolling in our 3-year old or older program MUST be fully potty trained to attend.

Parent Handbook Acknowledgement:

I acknowledge that I have access to and have read the Kids Express Parent Handbook found on the website at www.hoffmantownchurch.org. I agree to abide by all of the policies and procedures set forth therein and I understand that failure to do so may result in the dismissal of my child(ren).

Parent's Signature _____ **Date** _____



TUITION

Registration Fee:

Two's and Three's \$100.00 per child
Pre-K (Four's and Five's) \$125.00 per child

The registration fee is a one time payment that is due upon application to the program. When a child is placed on a waiting list due to lack of classroom availability the registration fee is due when the child is placed in a classroom. Registration fees are non-refundable.

Standard Tuition:

2 days: \$226.00/month
3 days: \$323.00/month
4 days: \$404.00/month

Discounted for Younger Siblings:

2 days: \$204.00/month
3 days: \$285.00/month
4 days: \$365.00/month

August tuition is prorated to half of your normal monthly amount and is due on your child's first day of school. Then, starting in September, full monthly tuition payments are due on the first of every month and no later than the tenth of every month. May tuition is also prorated to half of your monthly amount.

Late fees will apply to tuition paid after the 10th of the month. If a child's tuition is more than 30 days past due, the child may be dis-enrolled from Kids Express. If a child has an outstanding balance at the end of the school year, the child will not be permitted to participate in the year end activities, including graduation. A two week notice is required for disenrollment or a full month's tuition will be charged.

A 5% discount will be applied to student tuition that is paid in full at the beginning of the school year. No discount will be offered after September 1st of the current school year.

Payment Options:

- Pay online at www.hoffmantownchurch.org
- Deposit cash or check into the Kids Express tuition drop box. *Checks must be made out to Kids Express and must have the child's full name written in the memo section.*
- Mail payment to Hoffmantown Kids Express, 8888 Harper Dr. NE, Albq. NM, 87111

Late Pick-up Fee:

Parents will be considered "late" if they pick up their child ten or more minutes after 1:00pm. Late parents will be charged \$1.00 for each minute after 1:10pm. Please speak to the Director if unavoidable circumstances cause you to be late.

I agree to adhere to the above tuition and fee regulations.

Parent/Guardian's Signature _____ Date _____



MEDICAL NEEDS



Page 1 of 2

In connection with the ministry of Kids Express, I _____
"Guardian"
as parent and/or legal guardian of _____, having the authority
"Child"

to execute this document, acknowledge and agree to the following:
(IF NO MEDICAL NEEDS, PLEASE INDICATE BY N/A - NOT APPLICABLE)

1. I have advised Kids Express that the above-listed child has the following special medical needs:

- ___ Medical diagnosis of _____
- ___ Allergies to (including medicinal) _____
- ___ Life-threatening reaction to this allergy is likely/probable*
- ___ Moderate to severe (but not a life-threatening) reaction to this allergy is likely/probable
- ___ Asthma
- ___ Other: _____

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2. As a result of this condition, multiple symptoms may appear, including:

- ___ Wheezing, panting, or other difficulty breathing
- ___ Seizures
- ___ Swelling (including restriction of airway)
- ___ Discoloration of skin
- ___ Other: _____

3. In connection with this condition, I have provided the following medications and/or medical equipment:

4. In the event that symptoms appear, I request the following course of action (check all that apply):

- ___ Locate one of the child's guardians and advise him or her of the situation.
- ___ Contact emergency medical assistance by calling 911*
- ___ Treat the symptoms in the following way (describe in detail, using page 2 of this form if necessary):

*Note-If you indicate that a life-threatening reaction is likely, we will call 911 if symptoms appear, whether or not the "contact emergency medical assistance" box is checked. EMT costs will be charged to you.

 **MEDICAL NEEDS** 

5. I have included on this form a complete statement of medications, procedures, or other interventions that are required in the event of an emergency; and I will provide all medications, inhalers, injectors, or other necessary items whenever the child is participating in Kids Express activities.

6. I acknowledge and agree that, while Kids Express will attempt to take appropriate actions if such situations occur, Kids Express is not a medical facility and cannot be held liable for any resulting injury.

7. In the event that immediate medical attention is needed and neither the parents nor emergency contacts can be reached, I grant Kids Express and its agents permission to select the medical services they will provide transport and proper medical treatment for the child.

Preferred Medical Facility _____

Must provide telephone number _____

For the child to attend Kids Express activities, the guardian acknowledges and accepts the risks of injury associated with the child's pre-existing condition while participating in Kids Express activities. The guardian also acknowledges and accepts the risks of injury or harm associated with intervention and/or treatment performed by Kids Express workers.

ACCORDINGLY, THE GUARDIAN AGREES ON BEHALF OF BOTH THE GUARDIAN AND THE CHILD, TO INDEMNIFY, DEFEND, AND HOLD HARMLESS KIDS EXPRESS AND ITS AGENTS, EMPLOYEES, VOLUNTEERS, AND OTHER REPRESENTATIVES FOR INJURY ARISING DIRECTLY OR INDIRECTLY OUT OF THE DESCRIBED MEDICAL NEEDS OF THE CHILD.

Provide any additional comments, clarification, or direction below:

I agree that the above information is complete and accurate to the best of my knowledge and I agree to the various terms of this Medical Conditions form.

Parent/Guardian's Signature _____ **Date** _____

 **MEDIA RELEASE** 

I, the undersigned, do hereby consent and agree that Hoffmantown Church, its employees and/or agents have the right to take photographs or digital recordings of my child during the period of the 2019-2020 Kids Express school year for the promotion of Kids Express through brochures, DVD's, and scrapbooks. I further consent that my child's name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to Hoffmantown Church, its employees or agents, all rights to exhibit this work in print and/or electronic form public or privately and to market and/or sell copies. I waive any rights, claims or interest I may have to control the use of my child's identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording my child, either for initial or subsequent transmission or playback.

I also understand that Hoffmantown Church is not responsible for any expense or liability incurred as a result of my child's participation in this recording, including, but not limited to, medical expenses due to any sickness or injury incurred as a result.

I am the parent/guardian of the child listed below. I have read and understand the foregoing statement, and am competent to execute this agreement.

Child's Name _____

Parent/Guardian's Signature _____ **Date** _____