

DIGITAL DISCOVERY CENTER

Thank you for your interest in our After School Enrichment programs!

The following Registration Packet contains enrollment forms and information.

We encourage families to do the following:

1. Visit the Center with your child. This will allow you to see if the program will meet your child's needs.
2. After receiving a registration packet, be sure to read the attached materials thoroughly and carefully. If you have any questions, please call us at 440-933-3782.
3. If you wish to enroll your child please contact the Center to verify your start date and check availability. Spaces are limited!
4. In addition to the Registration Form, all other forms found in this Registration Packet must be filled out, signed, and returned to the Digital Discovery Center before your child's first day of attendance.

Check List

_____ Digital Discovery Center Registration Form

_____ Child Enrollment and Health Information (ODJFS form 01234)

Note: **The Immunization Record section does not need to be completed.** Also, if your child has a serious allergy or medical condition that you list on page 2 of ODJFS form 01234, you will need to fill out ODJFS form 01236, which we can provide.

_____ Bus Arrival & Media Release Form

_____ Family Receipt Form

_____ First month's tuition

After School Care & Enrichment Program

Registration Form



DIGITAL DISCOVERY CENTER
 32900 Pin Oak Parkway
 Avon Lake, OH 44012
 440-933-3782

<http://www.digitaldiscoverykids.com>
 steve@digitaldiscoverykids.com

2008-2009 School Year: Grades K-6

Child's Name: _____ Birthdate: _____ Age: _____ Sex: M / F

Street Address: _____

City, State Zip: _____

Parent Name: _____ Phone: _____

Parent Name: _____ Phone: _____

Alternate Phone(s): _____

Email: _____

School Attending: _____ Grade: _____

Does your child have any special needs or medical conditions that we should be aware of? _____

Daily After School Care & Enrichment - Grades K-6 - 2:30 p.m. – 6:00 p.m.

Your child can attend for one or more days per week. Arrival times are flexible. We open at 2:30 to meet Avon Lake school buses. Check the appropriate box and fill in the beginning date.

Mon	Tue	Wed	Thu	Fri		Date Begin

Tuition is due, in advance, on the first day of attendance each month. Our program runs for 36 weeks over 10 months. Mid-month enrollment tuition will be pro-rated. Siblings receive a 10% discount.

	1 Day	2 Days	3 Days	4 Days	5 Days
Yearly Tuition	\$720	\$1,300	\$1,700	\$2,000	\$2,500
10 Monthly payments	\$72	\$130	\$170	\$200	\$250

Please include your first month's tuition with this registration: \$ _____

IMPORTANT INFORMATION:

The Digital Discovery Center follows the Avon Lake public school calendar. **We are closed when Avon Lake Schools are closed.** After School Care begins at approximately 2:30 PM and lasts until 6:00 PM. Scheduling is individualized, and there is no registration fee. Students can attend for one or more days per week based upon availability. Spaces are limited.

On Tuesday, Wednesday, and Thursday evenings we sometimes offer special 4 week evening classes for friends or small groups who love LEGOS, Digital Media, or Robotics but are not enrolled in our after school care program. These classes are not suitable for kindergarteners. Each class meets from 6:00 PM – 7:00 PM for 4 weeks. Please inquire if you are interested.

TUITION, PAYMENTS, AND REFUND POLICY

Tuition is billed monthly and due on the first school day of the month in advance. For mid-month enrollments, tuition will be prorated. Siblings receive a 10% discount. Each evening class meets from 6:00 PM – 7:00 PM for 4 weeks and costs \$80. Tuition is due on or before the first day of a 4 week class. Siblings receive a 10% discount. The make up of vacation, or other missed days is not possible, however, requests for refunds or credits due to a significant illness or injury, must be made via email or in writing.

CENTER HOURS

After School Care (2:30 PM to 6:00 PM): We will be available to meet Avon Lake school buses in the afternoons. Avon Lake residents can call the School District Transportation Department at 440-933-9802 to make bussing arrangements. You must pick up your child no later than 6:00 PM each day. Other transportation may be available for non-Avon Lake students. Please inquire.

Evening Class Sessions (6:00 PM to 7:00 PM): Please drop off your child between 5:50 pm and 6:00 pm. You must pick up your child no later than 7:00 pm. Please be prompt!

SIGN IN / OUT POLICY

A Parent/Guardian or other authorized adult must sign each child in/out of the Center every session. The only people that your child will be released to are those you have listed on the CHILD ENROLLMENT AND HEALTH INFORMATION FORM (ODJFS form 01234). If someone other than a parent will pick up your child, please give us prior written notice. If there is an emergency and no one on your list can pick up your child, the primary parent/guardian must call **440-933-3782** to give permission for another adult to pick up the child, or send a signed note of authorization with that person who must present a photo ID. Please be on time to pick up your child! Students arriving via school bus will be met and signed in by the Director. They must also have a signed Bus Arrival Form on file.

ABSENCES

Please call **440-933-3782**, before 12:00 PM NOON and leave a message if your child will be absent. Please be specific, stating your child's full name and the day of the session. If we do not receive a message from you, we will try to verify the absence by phone. This is especially important if your child arrives via school bus.

ILLNESS OR INJURY AT THE CENTER

If your child is ill or injured at The Digital Discovery Center, we will notify you as soon as possible so you may pick up your child. If you are not available, we will call the emergency contacts on your child's information form (please keep this information current). In an emergency, we will call emergency personnel. Medications: You must inform us if your child is carrying or self administering medication of any kind and ODJFS Form 01217 must be filled out and kept on file at the Center. PLEASE NOTE: Our staff has current Red Cross training in infant/child CPR and First Aid.

Parent/Guardians must sign the Give Permission to Transport section of the CHILD ENROLLMENT AND HEALTH INFORMATION FORM (ODJFS form 01234) giving the Center permission to transport your child to an area clinic or hospital in the case of a medical emergency.

WHAT TO BRING TO THE CENTER

For children attending After School Care, please send a suitable snack marked with your child's name each day. Please do not send perishable items (milk, mayonnaise, etc.), since refrigeration may not be available.

Not Allowed: Please leave all valuables at home (jewelry, watches, toys, CD players, etc.). Please do not bring your own LEGO sets or parts without permission. Walkmans, iPods, CD players, video games, trading cards, skateboards, etc. are not permitted at the Center without permission. They will be confiscated and returned to the parents at the end of the day. Center staff will not be responsible for any valuables or money lost or stolen.

Thank you for enrolling your child. Please sign below and return this form to the Digital Discovery Center. You will receive confirmation of your registration and a statement of charges and payments for your records.

Parent/Guardian Signature: _____ Date: _____

Pembroke Kids Child Development Center, Inc.

Digital Discovery Center After School Program

Sign In / Out Policy

A Parent/Guardian or other authorized adult must sign each child in/out of the Center every session. The only people that your child will be released to are those you have listed on the CHILD ENROLLMENT FORM. If someone other than a parent will pick up your child, please give us prior written notice. If there is an emergency and no one on your list can pick up your child, the primary parent/guardian must call 440-933-3782 to give permission for another adult to pick up the child, or send a signed note of authorization with that person. Please be on time to pick up your child!

Bus Arrival Policy

Children arriving at the Digital Discovery Center directly from Avon Lake Schools via school bus or by any other third party (e.g. taxi) will be signed in by the Director. Parents must make arrangements directly with the Avon Lake Schools transportation director, Mark Moran, at 440-933-9802, to schedule bus drop off at the Digital Discovery Center. Children will be supervised as they get off the bus and come inside.

Permission to arrive by bus or third party

_____ will arrive at the Digital Discovery Center
(Name of Child)

via School Bus # _____ from _____
(School)

or via _____
(Please provide details)

on the following days: _____

My child will arrive at the Digital Discovery Center at approximately: _____

Media Release:

I hereby [] authorize [] do not authorize the Digital Discovery Center, its agents, representatives and licensees to record and photograph my child, _____, during program activities at the Center. The photographs, films, audiotapes, videotapes or other recordings or reproductions of activities may be used for educational or promotional purposes or posted to the Digital Discovery Website: www.digitaldiscoverykids.com or youtube.com account. I do not authorize any commercial use of such materials.

Signature

Date

Pembroke Kids Child Development Center, Inc.

Digital Discovery Center After School program

Parent Handbook

FAMILY RECEIPT FORM

I have received and read a copy of the Parent Handbook of Pembroke Kids Child Development Center, Inc's Digital Discovery Center After School program. I agree to conform to the rules and regulations of Pembroke Kids.

I understand that the guidelines in the Parent Handbook are provided to me for the purpose of information. I understand that the Pembroke Kids reserves the right to alter, amend, notify, change, or terminate at its sole discretion any of the policies described in the guidelines at any time. Families will be notified if such changes occur.

Pembroke Kids Child Development Center adheres to all the rules as required by the licensure issued by the Ohio Department of Jobs & Family Services as stated in Chapter 5101: 2-12 and 5101:2017 Rule Adoptions and Rescissions for Child Care Centers and School Child Day Care Centers.

A copy of the Ohio Department of Jobs & Family Services child care rules can be obtained from the Director, or on the Department website: www.state.oh.us/odjfs/cdc.

Parent/ Guardian Signature

Date

Director's Signature

Date