

CAMPAGNA KIDS APPLICATION 2011-2012

BEFORE AND AFTERCARE PROGRAM INFORMATION FORM AND APPLICATION

CAMPAGNA KIDS provides before care* (opens as early as 7 am) and aftercare (school dismissal to 6 pm) program services for elementary school age children who live in the City of Alexandria or attend Alexandria City Public Schools. Sites are housed in the cafeteria of 11 ACPS elementary school buildings. For an additional cost, we provide full day winter and spring gap camps and summer camp to assist parents with their child care needs. We follow the school calendar of ACPS, and are closed every day ACPS is closed to provide quality training to our child care staff.

CK LOCATIONS: John Adams Patrick Henry Jefferson-Houston Lyles-Crouch Douglas MacArthur
 George Mason Maury Mount Vernon James K. Polk William Ramsay Samuel W. Tucker

PRPGRAM DATES: Samuel Tucker & Mount Vernon August 1, 2011- June 20, 2012
Other Sites: September 6, 2011 - June 20, 2012

QUALIFICATIONS: To enroll your child in the Campagna Kids Summer Camp you must be a resident of the City of Alexandria or your child must be enrolled in Alexandria City Public Schools.

DOCUMENTS REQUIRED: You must have **ALL** documents at the time of Registration!

- Completed application - **All sections must be completed**
- Parent's proof of identification--ID must include a photograph, name, address, date of birth, and gender
Acceptable documents include:
 - Driver's license or ID card issued by a state possession of the United States
 - ID card issued by federal, state or local government agencies or entities (including passports)
 - US Military card (includes Military dependent's ID card)
- Passport sized (2x2) full face photo of child. (This picture will not be returned but will remain in the child's file)
- Child's birth certificate (copies are ok)
- Physical **and** immunization forms for each child (for new registrants)
- Physician information (including name, phone and address)
- Health insurance card or Medicaid card if child is covered by insurance
- If your child has an IEP (Individualized Educational Plan) from their school, please bring a copy
- Proof of residency in the City of Alexandria and/or child's report card from ACPS
- Examples of proof of residency include utility bill showing address, notarized letter from landlord or other third party documents showing address

REGISTRATION FEE: A non-refundable registration fee of \$35.00 per child is due with your application at the time of enrollment.

PROGRAM COST: See "Sliding Fee Scale"

SERVICE FEES: Samuel Tucker & Mount Vernon: Due on **August 1, 2011**
All Other Sites: Due on **September 1, 2011**

All completed applications and supporting documents should be submitted to The Campagna Center Office: 418 South Washington Street. Visit our website: www.campagnacenter.org for additional program information.

We cannot guarantee a space for your child until your application is complete and necessary fees are paid!

For More Information: - contact Campagna Kids at (703) 549-0111 x136 to be sure you are ready for registration.

Campagna Kids is funded in part by the City of Alexandria and the Alexandria City Public Schools.

SLIDING FEE SCALE

REQUIREMENTS:

- You must be employed or in school full-time
- Your annual household income is \$165,000 or less
- You are a resident of the City of Alexandria, (fee scale is subsidized by the City of Alexandria)

Please bring proof of your household income, employment or student status. Acceptable documents include:

- Last two pay stubs for each working parent/guardian in the home. (If you are filing as head of household, you are allowed to count only your income.)
- 2010 Federal tax return – first two pages
- Notarized letter from employer
- Court document to prove amount of child support
- Copy of class schedule or other documentation from educational institution to prove parent/guardian status as full-time student

WHAT IS HOUSEHOLD INCOME?

Household income includes, but is not limited to:

- Wages and salaries
- Child support
- Alimony
- Social security income, including social security disability
- Self-employment income
- Pension and retirement income
- Rental income
- Other income

HOW IS THE HOUSEHOLD INCOME DETERMINED?

1. A copy of the first 2 pages of your 2010 tax return must be provided at the time of registration. This will be used to verify income and the marital status of the child’s parents along with their income.
2. If the tax return shows that the parents filed jointly, then the income of both parents must be included in determining eligibility, unless the parent has legal documentation of subsequent separation or divorce. In these cases, these documents will be reviewed for required child support or alimony.
3. Since the program is designed for working parents, it is assumed that the applicants will have filed a Federal tax return. However, if no return was filed for the prior year, then the Campagna Center will accept the form W-2 for 2010.
4. Self-employed persons must bring their 2010 tax return to document their income.

PRPGRAM COST:

If you do not qualify for the **Sliding Fee Scale** see our standard monthly fee below.

BEFORE SCHOOL PROGRAM		AFTERSCHOOL PROGRAM		BEFORE & AFTER COMBINED	
1 st Child	Each additional child	1 st Child	Each additional child	1 st Child	Each additional child
\$171.00	\$85.00	\$386.00	\$193.00	\$557.00	\$278.00

What You Need to Know AFTER Your Child is Enrolled.

1. If you know in advance that your child will be absent, please give your Site Director 24-hour's notice.
2. All children will be provided a USDA approved and sponsored snack.
3. Notify the Site Director if staff is expected to administer medication to your child. There will be a form that must be completed prior to the administering of all medications.
4. **Pick up your child by 6pm** to avoid late fees. A late fee a \$10 per 15 minutes (or any portion thereof) for delays in picking up your child will be assessed beginning at 6:01 p.m. **Repeat delays will result in the removal of your child from the program.**
5. **Notice of withdrawal.** If you wish to withdraw your child from the program before the end of school year, a **TWO (2) WEEKS WRITTEN** notice must be provided to the **Billing Administrator** at the Campagna Center. If your withdrawal notice is not received two (2) weeks prior to the desired withdrawal date, your account will be charged for two (2) weeks of services as of the date, the notice was received.
6. **Administrative withdrawal due to absences.** If your child has five (5) consecutive unapproved absences from the program, an administrative withdrawal will occur. Your account will be charged for two (2) additional weeks of service as of the date the administrative withdrawal occurred.
7. **Termination due to non-payment.** If your payment is not received by the end of the current month, the Campagna Center will immediately withdraw your child/children from the program. Your account will be charged for two (2) additional weeks of service, as of the date the withdrawal occurred.
8. Anyone picking up a child is subject to providing government issued identification prior to receiving that child. Our staff reserves the right at any given time, to request that proper identification be provided.