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## M E M O R A N D U M

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**DATE:** October 11, 2010  
**TO:** Parent  
**FROM:** Ron Burns  
**RE:** Kindergarten Child Care Registration for SY 10/11  
**CC:**

**If your child is an AM Kindergartener** - you would drop her off at school (if needed as early as 6:30am and we would transition her to school at 8:45am). After school (12pm), she would be bussed to our child care site at the Senior community Center (240 Stafford Ave) where we would provide activities and care until you picked her up. We provide a cold breakfast for our early birds and children would bring their own lunch in the afternoon to eat at the Sr. Ctr and then we provide a snack between 3pm and 3:30pm.

**If your child is an Afternoon Kindergartener** – You would drop her off at the Sr. Ctr (if needed as early as 6:30am) we would place her on a bus to go to school for PM kindergarten. At 3pm, your Kindergartener would transition into our after-school program at the school (if needed) where we would provide activities and care until you picked her up.

All our registration information can be found on our website, <http://www.bbgc.org/page13221026.aspx>

Registering for our Kindergarten program can be tricky; since the public schools do not notify you as to whether your child has AM or PM class until sometime in August. This can cause anxiety for you (as to whether we will have space for your child) and anxiety for us (trying to prepare adequate staffing for numbers we are unsure of). To alleviate most of the stress, we have formulated a special kindergarten registration process.

*To reserve a spot in our Kindergarten extended day program*, parents must submit all the forms listed below with the exception of the Financial Registration form to our 105 Laurel Street facility. The school-age administrative staff will review your registration packet. If all information is completed (all “i’s” dotted and “t s” crossed as they say) we will contact you (preferably by email) to let you know what number reservation your child has for our program. If information is incomplete, we will contact you and let you know also.

The Financial registration form must be completed as soon as you are notified whether your child will attend AM or PM kindergarten with your first week’s advance payment.

We have two (2) classrooms available to us. Each classroom has a maximum enrollment of 20 children in the morning program and 20 children in the afternoon program. We plan to staff for one classroom and as our numbers increase we will open the second classroom. Please register as early as possible. This will help us plan for your needs in September.

To register your child, I need you to complete and submit the following:

- General Registration Form,
- the Financial Registration Form, and
- the \$50 non-refundable registration fee.
- The BBGCFC Membership Form
- The Completed Health Assessment Record
  - Must have had an exam within the last 3 yrs to be valid
  - Physicians signature must be legible at the bottom of page #2, and
  - TB in high Risk group? Must be checked

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**The mission of the Bristol Boys & Girls Club:**

*To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.*

**Important**

- Authorization of Medication completed (If health Form or General registration form indicates asthma)
- Individual Care Plan for Child with Epi-Pen completed (if Epi-Pen is indicated as needed)
- Individual Care Plan for Child with an Inhaler completed (if Inhaler or nebulizer is indicated as needed),
- Individual Care Plan for Child with Special Needs/Disability completed (if indicated),
- Credit Card Authorization Form (optional), and
- The last 3 pages of the Child Care Parent Manual (Behavior Management Guidelines, Sunscreen release form, and Parent Acknowledgement form)

This will essentially complete the registration process. Please drop-off or mail all documents once everything has been completed to my attention at 105 Laurel Street, Bristol, CT 06010.

**It takes 7-10 days to process your registration documents if we have adequate staff at the site. We will call you with a start date for your child as soon as we review his paperwork.**

You will be sent a tuition agreement to sign based on the information you gave us on the Financial registration form.

Please contact me if you have other questions.

Our fees are listed below. More detail can be found in the registration material on-line.

<b>Time Period</b>	<b>Three Days Per Week</b>	<b>Five Days Per Week</b>
6:30AM to 9:00AM only	\$55.00	\$70.00
6:30AM to 12:00PM only	\$100.00	\$115.00
12:00PM to 6:00PM only	\$100.00	\$115.00
3:00PM to 6:00PM only	\$60.00	\$75.00
6:30AM to 9:00AM & 12:00PM to 6:00PM	\$112.00	\$135.00
6:30AM to 12:00PM & 3:00PM to 6:00PM	\$112.00	\$135.00

Financial assistance (if needed) can be found at the Care for Kids website (there is a link at the bottom of our registration webpage). We are more than willing to assist you with completing the forms.

**The Care 4 Kids program is:**

- **Accepting new applications from working families with annual earnings up to 49% of the state median income level** (for example, as of November 6, 2010, \$50,821 for a family of four).
- Families already receiving Care For Kids will remain eligible until their earnings reach 75% of the state median income level.

# STATE MEDIAN INCOME (SMI) GUIDELINES BY FAMILY SIZE

Effective November 6, 2010

## Income Guidelines For New Applicants and Recipients

The income limit for families applying for the Care 4 Kids program must be below 50% of the state median income.

Family Size	50% SMI 2010-2011	
	Monthly	Annual
1	2,202.27	26,427.18
2	2,879.89	34,558.62
3	3,557.51	42,690.06
4	4,235.13	50,821.50
5	4,912.75	58,952.94
6	5,590.37	67,084.38
7	5,717.42	68,609.03
8	5,844.47	70,133.67
9	5,971.53	71,658.32

Families already on the Care 4 Kids program can remain eligible until their income reaches 75% of the state median income.

Family Size	75% SMI 2010-2011	
	Monthly	Annual
1	3,303.40	39,640.77
2	4,319.83	51,837.93
3	5,336.26	64,035.09
4	6,352.69	76,232.25
5	7,369.12	88,429.41
6	8,385.55	100,626.57
7	8,576.13	102,913.54
8	8,766.71	105,200.51
9	8,957.29	107,487.47

For more information about the current income guidelines, contact the Care 4 Kids program at 1-888-214-5437.

***Have a Great Day!***

Ron Burns  
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**"There are only two lasting bequests we can hope to give our children. One is roots; the other, wings"**

***Hodding Carter***