



BOYS & GIRLS CLUB
AND FAMILY CENTER
OF BRISTOL, CT

M E M O R A N D U M

DATE: February 1, 2012
TO: Parent
FROM: Ron Burns
RE: Kindergarten Child Care Registration for SY 11/12
CC:

If your child is an AM Kindergartener - you will drop her off at our clubhouse at your school (if needed as early as 6:30am and we will transition him/her to school at 8:45am). After school (12pm), your child will be bused to our child development center at 105 Laurel Street where we will provide activities and care until you picked him/her up. We provide a cold breakfast for our early birds and children should bring their own lunch in the afternoon to eat at the child development center. We will provide a snack between 3pm and 3:30pm.

If your child is an Afternoon Kindergartener – You will drop him/her off at our child development center at 105 Laurel Street (if needed as early as 6:30am). We will provide a cold breakfast and educational and recreational activities in the morning hours. Your child will eat lunch with us. Please provide him/her with a bag lunch. At noon, we will place your child on a bus to go to school for PM kindergarten. At 3pm, your Kindergartener will transition into our after-school clubhouse at your school (if needed) where we would provide activities, a snack, 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 15 children in the morning program and 15 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
- Authorization of Medication completed (If health Form or General registration form indicates asthma)

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

- 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.

Time Period	Three Days Per Week	Five Days Per Week
6:30AM to 9:00AM only	\$58.00	\$74.00
6:30AM to 12:00PM only	\$105.00	\$121.00
12:00PM to 6:00PM only	\$105.00	\$121.00
3:00PM to 6:00PM only	\$63.00	\$79.00
6:30AM to 9:00AM & 12:00PM to 6:00PM	\$118.00	\$142.00
6:30AM to 12:00PM & 3:00PM to 6:00PM	\$118.00	\$142.00

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. Please be aware that C4K has opened it waiting list for new enrollees and that you are responsible for any and all fees until C4K determines your subsidy.

Care 4 Kids will continue to grant child care assistance to eligible new applicants with income below 50% of the state median income. This includes families:

- receiving Temporary Family Assistance (TFA) who work or are in approved training
- that received TFA within 5 years of when they apply for child care assistance
- with a teenage parent under the age of 20 who needs child care assistance to complete high school or an equivalent program
- that are employed and have income is below 50% of the state median income

The chart on page 3 shows the income guidelines for new applicants and current recipients.

STATE MEDIAN INCOME (SMI) GUIDELINES BY FAMILY SIZE
Effective July 1, 2011

Income Guidelines For New Applicants		
The income limit for families applying for Care 4 Kids program must be below 50% of the state median income.		
	50% SMI 2011-2012	
Family Size	Monthly	Annual
1	2,212.75	26,553.02
2	2,893.60	34,723.18
3	3,574.45	42,893.34
4	4,255.29	51,063.50
5	4,936.14	59,233.66
6	5,616.99	67,403.82
7	5,744.64	68,935.73
8	5,872.30	70,467.63
9	5,999.96	71,999.54
10	6,127.62	73,531.44
11	6,255.28	75,063.35
12	6,382.94	76,595.25

Income Guidelines For Current Recipients		
The income limit for families already on the Care 4 Kids program varies between 50% and 75% of the state median income.		
	75% SMI 2011-2012	
Family Size	Monthly	Annual
1	3,319.13	39,829.53
2	4,340.40	52,084.77
3	5,361.67	64,340.01
4	6,382.94	76,595.25
5	7,404.21	88,850.49
6	8,425.48	101,105.73
7	8,616.97	103,403.59
8	8,808.45	105,701.45
9	8,999.94	107,999.30
10	9,191.43	110,297.16
11	9,382.92	112,595.02
12	9,574.41	114,892.88

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

Have a Great Day!

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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