Welcome to BPS Kids Club!

- Kids Club operates from 7:00am - 8:44am/3:50pm - 6:00pm at each elementary school. BCS Kids Club operates from 4:05pm - 6:00pm.

- Students must be registered for 2017-2018 Kids Club to attend the program.

- This packet includes:
  - Kids Club Rates and Options
  - Online Registration and Scheduling Instructions

- Please keep this information for reference throughout the year.

- Questions regarding Kids Club registration and scheduling should be directed to BPS DayCareWorks Support at: cebiller@birmingham.k12.mi.us
# 2017-2018 KIDS CLUB RATES AND OPTIONS

Annual Program Registration Fee: $60 per family ($30 after 1/31/18)

<table>
<thead>
<tr>
<th>ATTENDANCE SCHEDULED IN ADVANCE *</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EARLY SCHEDULING</strong></td>
</tr>
<tr>
<td>Rate applies to sessions scheduled on or before the 25th of the preceding month</td>
</tr>
<tr>
<td>AM</td>
</tr>
<tr>
<td>PM</td>
</tr>
<tr>
<td>Delayed Start</td>
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<tr>
<td>Half Days</td>
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</table>

| **REGULAR SCHEDULING**            |
| Rate applies to sessions scheduled after the 25th of the preceding month and by 6:00 am of the day your child will attend. |
| AM  | $7.50 | $6.00 add'l children ($13.50 family rate) |
| PM  | $9.50 | $7.00 add'l children ($16.50 family rate) |
| Delayed Start | $5.00 | per child (in addition to AM session) |
| Half Days | $30.00 | per child |

<table>
<thead>
<tr>
<th><strong>ATTENDANCE NOT SCHEDULED IN ADVANCE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DROP IN:</strong></td>
</tr>
<tr>
<td>$12 per session/per child</td>
</tr>
</tbody>
</table>

**TO PURCHASE DROP IN SESSIONS:**

*48-hour notice is required for DROP IN card processing. Cards may not be purchased for same day use.

Please wait to schedule sessions if your need for childcare is not certain. Sessions can be scheduled as late as 6:00 am on the day of attendance. Snow days are not refunded.

**LATE PICKUP FEES**

**Kids Club closes at 6:00 pm.**

<table>
<thead>
<tr>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00pm - 6:10pm</td>
<td>$10 per child</td>
</tr>
<tr>
<td>After 6:10pm</td>
<td>$2 per minute/ per child</td>
</tr>
</tbody>
</table>

Every 4th occurrence fee

$25 per family (in addition to per child charges)

*Excessive late pickups may result in loss of Kids Club privileges*

QUESTIONS? Please email BPS DayCareWorks Support at: cebiller@birmingham.k12.mi.us
HOW TO REGISTER IF YOU HAVE A
SCHOOLCAREWORKS ACCOUNT
FOR BPS KIDS CLUB OR PRESCHOOL *

1. Log in to your SchoolCareWorks account at: https://connect.schoolcareworks.com/login.jsp
2. Select “Registration” at the top.
3. Click on Kids Club above the logo.
4. Choose the student you are registering from the drop down at “Select Student” and click on “Enroll and Checkout” on the bottom.
5. See below if you are registering additional children.
6. Read and check the statements regarding Kids Club policies, then select “Confirm and Enroll”.
7. When all children have been registered, select “Checkout” and pay the registration fee.

To register other children who are already in the system: Select “Add More” and choose the child’s name at “Select Student”. Repeat registration steps and check out when done.

To add and register other children who are NOT in the system: Select “Personal” at the top of the page. Select “Add a New Student”. Enter information and click on “Save” at the bottom. Repeat the registration steps and check out when done.

Your registration will automatically approve. Once registered, please follow the instructions below to schedule your child(ren) to attend Kids Club.

HOW TO REGISTER IF YOU DO NOT HAVE A SCHOOLCAREWORKS ACCOUNT

1. Go to the Birmingham Public School website at: www.birmingham.k12.mi.us
2. Go to “Quick Links” on the left and choose “SchoolCareWorks Registration.”
3. Click on the “Kids Club” link.
4. Click to “View Program location” and click “Enroll” on the school your child(ren) will attend.
5. Enter the required information. If the information does not apply, enter “NONE” in the box.
6. Select “Next” to go to the next registration page.
7. Click on “Add Student” if you are registering another child. Repeat for each child. Register all children before paying to ensure the family registration rate is applied.
8. Create a “UserID” and “Password” and save for future use.
9. Under “Payment Information” enter your credit/debit card or check information to pay your registration fee.
10. Read and check the statements regarding Kids Club policies, then select “Confirm and Enroll”.

A confirmation email will be sent after registration. An approval email will be sent within 48 hours. After approval, please follow the instructions below to schedule your child(ren) to attend Kids Club.

HOW TO SCHEDULE KIDS CLUB ATTENDANCE

1) Log in to your account at https://connect.schoolcareworks.com/login.jsp and click on the “Attendance” tab at the top.
2) At “Child”, click on the drop down menu to select the child you are scheduling.
3) The current month’s calendar will appear. To advance to the month in which you want to schedule sessions, click on the arrow to the right of the month name.
4) Schedule your AM and PM sessions by checking on the boxes on the calendar. (Half Day and Delayed Start boxes will appear for the month in which they occur.) When finished, click “Add to Cart”.
5) To schedule another child, click “Find More” and repeat the process by selecting that child’s name under “Child”.
6) When finished scheduling all children, confirm the schedule in your cart and click “Check Out” to pay.
7) To view each child’s schedule after checking out, click on “Personal” at the top.

Please direct all questions to BPS DayCareWorks Support at: cebiller@birmingham.k12.mi.us

*SchoolCareWorks accounts for Early Childhood Center programs (WeeCare, Preschool, Summer Camps) cannot be used for Kids Club.