



2020-2021 KIDS CLUB

We are excited to have your child in BPS Kids Club! Things will look a little different this year but Kids Club will remain safe, caring and FUN!

Kids Club Policies for Hybrid In-Person Attendance

- Kids Club Hours are: 7:00 - 9:05 AM and 3:50 - 6:00 PM.
- AM cohort students can be scheduled for AM Kids Club only and PM cohort students can be scheduled for PM Kids Club only. (Only AM Kids Club will operate on district scheduled Half Days.)

IMPORTANT SCHEDULING INFORMATION

- Attendance can be scheduled one week at a time.
- Scheduling will open on Monday and close on Sunday prior to the start of each week.
- Attendance will be capped for each AM/PM sessions until Kids Club programs reach sufficient staffing required to meet State of Michigan Licensing ratios. Social distancing requirements also impact daily enrollment limits.
- Students can attend **ONLY** if they are scheduled in advance. (There is no Unscheduled Attendance or Drop Ins as there have been in past years.)

SAFETY IPROTOCOLS

- Masks will be required at all times.
- Temperatures will be taken before students enter the Kids Club room.
- Social distancing will be practiced.

Please visit your school's website for the Kids Club Handbook and other required forms. We look forward to seeing you and your child soon!

KIDS CLUB FEES:

ANNUAL REGISTRATION FEE:	\$60 (per family)
AM/PM RATES	\$10 (per child) per session
LATE PICKUP	6:00 - 6:10 \$15 (per child) After 6:10 \$2 per minute (per child)

Students must be scheduled in advance to attend Kids Club.

THERE ARE NO REFUNDS FOR DAYS SCHEDULED AND NOT ATTENDED.

Registration/scheduling questions? Email BPS SchoolCareWorks Support at: cebiller@birmingham.k12.mi.us

Kids Club building program questions? Email or call the CSO (Community School Organizer) at your school.

HOW TO REGISTER FOR KIDS CLUB

IF YOU ALREADY HAVE A SCHOOLCAREWORKS ACCOUNT*

IF YOU DO NOT HAVE A SCHOOLCAREWORKS ACCOUNT

*(Use other instructions if account is from ECC /Wee Care)

- Log in to your SchoolCareWorks account at: https://www.schoolcareworks.com/cg/secure_login.jsp
 - Click "Personal" at the top to update personal information. Scroll to "Contacts" to ensure that there are two contacts for each child. Enter additional contacts if needed.
 - Select "Registration" at the top. Click "View More,"
 - Click to view Location Offering and click "Enroll" for the school your child(ren) will attend.
 - Select Student. Click "ADD MORE" to register another child. *See below for instructions to add students.
 - Read and check the statements regarding Kids Club policies, then select "CHECKOUT".
 - Under "Payment Information," enter your credit/debit card or echeck information to pay your registration fee. Click "SUBMIT PAYMENT."
 - A registration confirmation will appear on the screen. Your registration will automatically approve. **Please follow the instructions on page two to schedule your child(ren) to attend Kids Club.**
- *To add and register other children who are NOT already n 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.

- Go to the Birmingham Public School website at: www.birmingham.k12.mi.us
- Go to "Quick Links" on the left and choose "SchoolCareWorks Registration."
- Click to "View Program Offering" under the school your child(ren) will attend and click "Enroll".
- Enter the required information. If the information does not apply, enter "NONE" in the box.
- Click "Next" to go to the next registration page.
- Create a "UserID" and "Password" and save for future use.
- Click on "Add a New Child" if you are registering another child. Repeat for each child. Register all children before paying to ensure the family registration rate is applied.
- Under "Payment Information", enter your credit/debit card or check information to pay your registration fee.
- 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 24 hours. After approval, please follow the instructions on page two 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 upcoming week's calendar will appear.
- 4) Schedule your AM and PM sessions by checking on the boxes on the calendar. 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.

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