



## **2021-2022 KIDS CLUB RATES AND OPTIONS**

**Annual Program Registration Fee: \$75 per family (\$40 after 1/31/22)**

### **Attendance Scheduled in Advance**

AM/PM RATES	\$10 per child/per session
HALF DAYS	\$35 per child/per session

Rate applies to sessions scheduled by 5:00pm the preceding day.  
There are **NO REFUNDS** for unused sessions, regardless of reason.  
Snow days are **NOT** refunded.

### **Attendance NOT Scheduled in Advance**

<b>PRE-PURCHASED DROP-IN CARD:</b>	\$15 per child/per session
------------------------------------	----------------------------

To purchase Drop-in sessions: Email [cebiller@birmingham.k12.mi.us](mailto:cebiller@birmingham.k12.mi.us) with your children's names, school and the number of sessions you wish to purchase. You will be billed and the card will be created once you have paid the fee. Cards are kept in the Kids Club room. Parent signature on the card is required at drop-off or pick-up. Unused sessions are transferred to the next school year. One week notice is required for Drop-in card processing. Cards may not be purchased for same day use.

**UNSCHEDULED ATTENDANCE** (not scheduled and no drop-in card):

AM/PM RATES	\$20 per child/per session
HALF DAYS	\$55 per child/per session

### **Late Pickup Fees**

6:00 - 6:10 PM	\$15 per child
After 6:10 PM	\$2 per minute/per child
Every 4th Occurrence:	\$25 per family (in addition to late pickup fee)

**Kids Club privileges are suspended for 30 days after the 4th late pickup.**

**SAFETY PROTOCOLS AND SCHEDULING SPECIFICS** will be updated as information becomes available regarding next school year's requirements.

**REGISTRATION/SCHEDULING QUESTIONS?** Email BPS SchoolCareWorks Support at:  
[cebiller@birmingham.k12.mi.us](mailto: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\*

\*(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](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 below 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.

## IF YOU DO NOT HAVE A SCHOOLCAREWORKS ACCOUNT

- Go to the Birmingham Public School website at:  
[www.birmingham.k12.mi.us](http://www.birmingham.k12.mi.us)
- Go to “Quick Links” at the bottom of the website 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 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 upcoming weeks’ 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.

**Registration/scheduling questions?** Email BPS SchoolCareWorks Support at: [cebiller@birmingham.k12.mi.us](mailto:cebiller@birmingham.k12.mi.us)

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