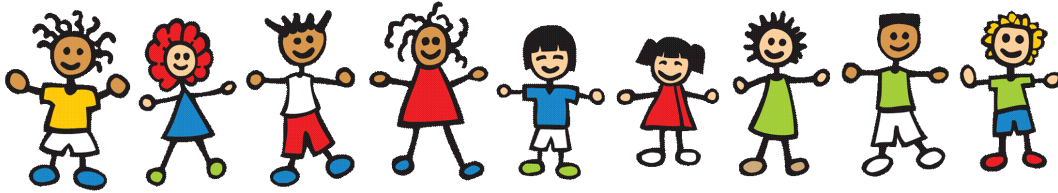


# Kids Club

## 2019 - 2020 SCHOOL YEAR



### 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 2019-2020 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 SchoolCareWorks Support at: [cebiller@birmingham.k12.mi.us](mailto:cebiller@birmingham.k12.mi.us)

# 2019-2020 KIDS CLUB RATES AND OPTIONS

Annual Program Registration Fee: \$60 per family (\$30 after 1/31/2020)

## ATTENDANCE SCHEDULED IN ADVANCE \*

### EARLY SCHEDULING

Rate applies to sessions scheduled on or before the 25<sup>th</sup> of the preceding month

AM	\$6.75	\$5.25 add'l children (\$12.00 family rate)
PM	\$8.50	\$6.50 add'l children (\$15.00 family rate)
Half Days	\$25.00	per child (Half Day enrollment capped at 54)

### REGULAR SCHEDULING

Rate applies to sessions scheduled after the 25<sup>th</sup> 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)
Half Days	\$30.00	per child (Half Day enrollment capped at 54)

### \* **THERE ARE NO REFUNDS FOR SESSIONS SCHEDULED AND NOT USED**

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

**\*SNOW DAYS ARE NOT REFUNDED\***

## ATTENDANCE NOT SCHEDULED IN ADVANCE

**PREPURCHASED DROP IN CARD:** \$12 per session/per child

**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 # of sessions you wish to purchase. You will be billed and the card will be created once you've 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** (no schedule and no Drop In Card)

AM/PM sessions: \$18 per child      Half Day sessions: \$48 per child

## LATE PICKUP FEES

6:00 pm - 6:10 pm \$10 per child      After 6:10 \$2 per minute/per child

**Every 4th occurrence fee** - \$25 per family (in addition to per child late pickup charges)

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

## QUESTIONS?

Please email BPS SchoolCareWorks Support      [cebiller@birmingham.k12.mi.us](mailto:cebiller@birmingham.k12.mi.us)

# 2019-2020 KIDS CLUB REGISTRATION AND SCHEDULING

## HOW TO REGISTER IF YOU ALREADY HAVE A SCHOOLCAREWORKS ACCOUNT FOR BPS KIDS CLUB OR PRESCHOOL \*

## HOW TO REGISTER IF YOU DO NOT HAVE A SCHOOLCAREWORKS ACCOUNT

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

- **Log in to your SchoolCareWorks account at:**
- <https://connect.schoolcareworks.com/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 contact if needed.
- Click "Registration" at the top. Click "View More".
- Click to "View Location Offering" and scroll to the school your child(ren) will attend. Then, click "Enroll".
- Select Student. Click "ADD MORE" to register another child.
- Click "CHECKOUT" when all students are registered.
- Read and check the Confirmation Statements regarding Kids Club policies, then click "CHECKOUT"
- Under "Payment Information", enter your credit/debit card or check information to pay your registration fee. Check "SUBMIT PAYMENT."

A registration confirmation will appear on the screen.

Your registration will automatically approve.

**Once registered, please follow the instructions below to schedule your child(ren) to attend Kids Club.**

- **Go to the Birmingham Public School website at:**
- [www.birmingham.k12.mi.us](http://www.birmingham.k12.mi.us)
- Go to "Quick Links" on the left and choose "SchoolCareWorks Registration."
- Click on "VIEW PROGRAM OFFERINGS" under the Kids Club section. Then, scroll to 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 (not N/A.)
- Click on the "ADD TO CART" button on the lower right to advance to the next page.
- Click on "ADD A NEW STUDENT" if you are registering multiple children. Follow steps 3– 6 to complete registration for each child.
- Under "CONNECT PORTAL ACCOUNT CREATION, create a "UserID" and "Password" and save for future use. Click COMPLETE REGISTRATION.
- Under "Payment Information", enter your credit/debit card or check information to pay your registration fee. Click "CONTINUE"
- Read and check the Confirmation Statements regarding Kids Club policies, then click "COMPLETE REGISTRATION."

**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 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](mailto:cebiller@birmingham.k12.mi.us)**