



## **2026 Childcare Registration**

Annual Non-Refundable Registration Fee:

\$75 per Child, per year

### **Child Care Rates:**

#### **1 - 2 year olds:**

Full Time: \$218 per week

Part time (3 days or less): \$140.00 per week

#### **3 - 5 years old :**

Full Time: \$212 per week

Part time (3 days or less): \$136.00 per week

**\*If your child is registered for the part-time option, there will need to be a set 3 day schedule. If a flex schedule is needed, one will need to be provided 2 weeks in advance. If a schedule is not submitted, you will not be guaranteed an opening for that day\***

- **There is a 10% discount for families with 2 or more children enrolled at our facility** (child 1 is full price, child 2+ receives 10% off)
- **There is a 10% discount for families that are members of Martini Lutheran Church**

# Martini Kids Club Ministry

## Childcare Supply List

- A Martini Kids Club tote bag will be given upon enrollment, all extra clothing and nap necessities must fit inside.
- Daily packed cold lunch (If not purchasing a hot lunch at Martini).
- Diapers/ pull ups if needed \*Pull ups need to have detachable sides
- Wet wipes if needed
- Blanket, small pillow or small stuffed animal (must fit in MKC tote in cubby)
- Extra clothes for accidents (at least 2 sets)
- Water bottle or sippy cup – **MUST have a lid or is able to close so that the mouthpiece is covered.**
- Weather appropriate items for outside play (sunscreen, snow boots, winter gear, etc.)
- Shoes **must have backs** but tennis shoes are recommended.

## Please Remember:

- Please label ALL personal items with your child's first and last name.
- All creams or sunscreens to be applied require a completed medical authorization form and must be kept in their original packaging with your child's name on it.
- All prescriptions **MUST** be in their original packaging/containers with the patient's name, dosage, and prescribed time to be administered. The doctor must complete a medical form (doctors note) before medication can be administered by a staff member at the Ministry's Child Care.
- **NO TOYS may be brought from home to the Ministry's Child Care.**

Martini Kids Club Ministry-Financial Agreement-2026 Child Care Registration

I agree with the following policies regarding tuition by initialing each statement and signing this agreement.

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ A non-refundable fee of \$75.00 plus one week's tuition will be paid at the time of enrollment.

\_\_\_\_\_ The tuition for my child's care will be \_\_\_\_\_ per week for full -time/Part-time care.

\_\_\_\_\_ A re-enrollment fee of \$75.00 will be charged when a child is dropped from the program by the parent(s) or ministry and is re-enrolled at any time within the same year. Re-Enrollment may occur after a 2 week delinquent balance.

\_\_\_\_\_ If my tuition becomes two weeks delinquent, I understand that my child will not be permitted to attend the Ministry's Childcare until my tuition is paid in full. At the end of those two weeks, if my tuition is not current, my child's spot may be given to another child on the waiting list.

\_\_\_\_\_ I understand that the registration fee is an annual fee and is automatically billed to my account in the first week of January each year that my child is re-enrolled.

\_\_\_\_\_ If my weekly tuition is not paid by Friday at 6:00 pm, I understand that I will be charged a \$10.00 late fee on the facility's next business day (Monday).

\_\_\_\_\_ A fee of \$35.00 will be charged to my account if I have a check that has been returned/bounced.

\_\_\_\_\_ I understand that a cold packed lunch is required each day if a hot lunch is not purchased from Martini Kids Club Ministry. If you forget to pack a cold lunch, a \$5.00 meal charge will be added to my account and Martini Kids Club will provide a hot lunch for your child.

\_\_\_\_\_ I understand that if my child is sent home from the Ministry's Childcare due to a fever, my child must be fever free without the help of medication for 24 hours before they are allowed to return.

\_\_\_\_\_ If my child is kept home from the Ministry's Childcare due to an illness or infection that may be contagious, I must provide a doctor's note stating my child is clear to return, as well as my child will not have any open/seeping wounds or sores.

\_\_\_\_\_ I understand that the Ministry's Childcare will be closed, and that tuition will be collected for the following holidays listed: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. If one of the following holidays falls on a weekend, it will be made up on the Friday before the holiday or the Monday after the holiday.

\*\*The following days will also be closed but are **non-paid** days: January 2nd, Easter Monday(April 6th), Thursday/Friday July 2nd and 3rd, Friday after Thanksgiving and December 21, 22, 23, 24th. On New Year's Eve, we will close early at 4:00 pm.

\_\_\_\_\_ I understand that the Ministry's Childcare can have up to 2 teacher in-service days that tuition will be collected for during the year. These two days will be Friday prior to Memorial Day and the Friday prior to Labor Day.

\_\_\_\_\_The Ministry's Childcare closed promptly at 6:00pm. If I arrive after this time, I understand that I will be charged a late fee based upon the time window below:

6:01 pm -6:15 pm → \$8.00 per child | 6:16 pm-6:29 pm → \$18.00 per child | 6:30-Until picked up →\$18.00+\$3.00 per minute per child.

\_\_\_\_\_A minimum of 2 weeks' notice will be given in writing when my child is to be withdrawn. If there is not two weeks' notice I will be charged the additional tuition to complete my two weeks' notice obligation.

\_\_\_\_\_I have 30 days to pay any account balance in full after termination of care before being sent to collection.

\_\_\_\_\_If collection of my tuition by a collection agency becomes necessary, I am liable for delinquent tuition, late fees, collection costs, court costs, and reasonable attorney fees.

\_\_\_\_\_I understand that I must provide sunscreen for my child to be able to partake in outdoor play while at the Ministry's Child Care otherwise my child will remain inside.

I am the parent or legal guardian of the above child, and I accept full responsibility for payment for the above child. I have read and understand the above policies and procedures and understand that they will be followed:

Parent signature: \_\_\_\_\_Date: \_\_\_\_\_

# 2026 CHILDCARE REGISTRATION

(Must fill out separate paperwork for each child)

Child's name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's Email: \_\_\_\_\_

Mother's Contact Number: \_\_\_\_\_

Mother's Employer: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Email: \_\_\_\_\_

Father's Contact Number: \_\_\_\_\_

Father's Employer: \_\_\_\_\_

Associated Church: \_\_\_\_\_

Care Needed (please circle below):

FULL TIME      or      PART TIME

Days Needed (please circle below):

MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY

# Martini Kids Club Ministry

## Pick Up Authorization (other than Mother and Father)

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

The following person(s) other than the child's guardians are authorized to pick up my child from the Ministry's Care.

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

If there is a parent or legal guardian who is NOT allowed to pick up your child, we cannot stop them from doing so without a court order. Please supply a copy of the court order for your child's file along with this information.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**\*Please let anyone on this list know they will be asked/need to show proper ID if it is their first time picking up, OR if a staff member from the facility does not recognize them.**

## **Emergency Contacts**

The emergency contacts listed below can be contacted in the event of an emergency if I cannot be reached. They have authorization to pick up my child(ren) in the event of an emergency and may make medical decisions on my behalf until I can be reached.

1. Emergency Contact Name: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

2. Emergency Contact Name: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

3. Emergency Contact Name: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

In case of an emergency in which my child needs immediate medical attention, I authorize my child to be transported by EMS to: \_\_\_\_\_

Please list any medical conditions we need to be aware of:

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Please list any medications your child takes on a regular basis:

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Please list any known drug allergies or any other allergies your child has:

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Dr. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dentist Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Health Insurance Provider: \_\_\_\_\_

Name of Policy Holder: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Insurance Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

-This form must be updated anytime there is a change in contact or medical information-

# Martini Kids Club Ministry

## Medication Permission Form

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

This form gives Martini Kids Club Ministry Staff permission to administer the following non-prescription medications to the above-named child. All medications will be administered only with written permission from the child's parent(s) with instructions for the dosage amount and time(s) to be given. Only medications provided by the parent(s) that are still in their original container will be administered.

| MEDICATION              | YES | NO |
|-------------------------|-----|----|
| Tylenol (or generic)    |     |    |
| Motrin (or generic)     |     |    |
| Robitussin (or generic) |     |    |
| Dimetapp (or generic)   |     |    |
| Benadryl (or generic)   |     |    |
| Diaper Cream            |     |    |
| Teething Gel            |     |    |
| Sunscreen               |     |    |
| Other:                  |     |    |

Special Instructions:

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\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

-This form expires ONE YEAR from the above signed date-

# Martini Kids Club Ministry

## Child Illness Policy

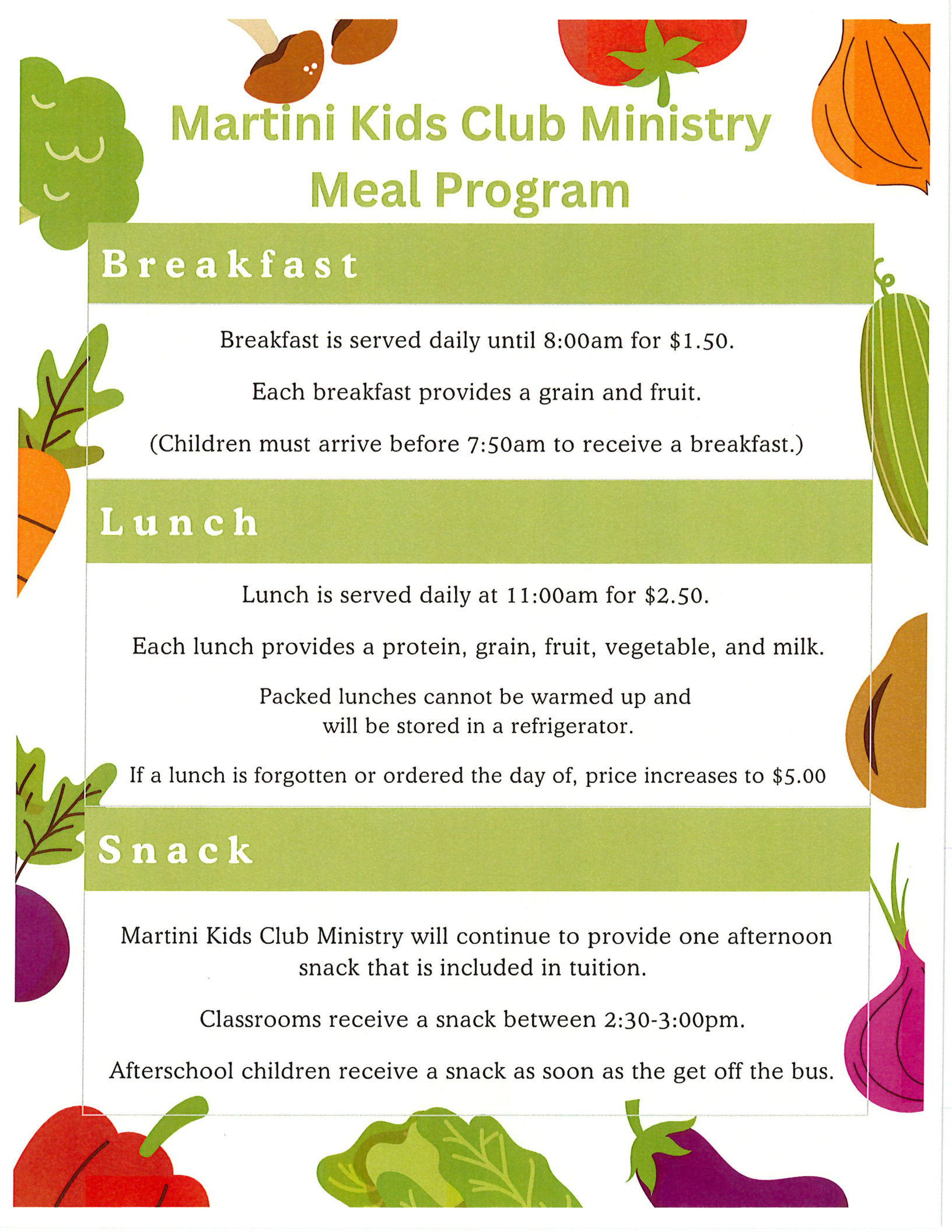
By signing below, you agree to always abide by the following child illness policy.

- I understand that Martini Kids Club Ministry does NOT provide ill childcare.
- I understand that if my child is deemed too ill to remain in the Ministry's childcare, he/she will be expected to be picked up within a half hour of calling their parents.
- Any child with a temperature of 100.0 degrees or higher will be sent home from the facility's care.
- Any child that has had a temperature of 100.0 degrees or higher, must remain home/out of the facility's care until they have remained fever free for 24 hours without the use of any fever reduction medication.
- Any child who has vomited within the last 24 hours will be asked to remain home/out of the facility's care until they are able to go 24 hours without vomiting and without the use of any medication.
- A child with repetitive diarrhea will be asked to be picked up or kept home from the facility's care until he/she is symptom free for 24 hours without the use of medication.
- Any child with a rash will be asked to be picked up or kept home from the facility's care until the rash has cleared, or until they have a doctor's note stating they are not contagious and are clear to return to childcare.
- If your child is too ill to participate in the regular daily routines of the Ministry's Childcare, he/she will be asked to be picked up and/or kept home from our care and asked to wait 24 hours before returning.

Please speak with one of the administrators for more information regarding our Child Illness Policy and to see the Communicable Disease Chart that Martini Kids Club Ministry uses to determine a child's eligibility for returning to our care after becoming ill.

I understand that this policy is written with the best interest in mind for all the children in the care of Martini Kids Club Ministry and I agree to follow it accordingly.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Martini Kids Club Ministry Meal Program

## Breakfast

Breakfast is served daily until 8:00am for \$1.50.

Each breakfast provides a grain and fruit.

(Children must arrive before 7:50am to receive a breakfast.)

## Lunch

Lunch is served daily at 11:00am for \$2.50.

Each lunch provides a protein, grain, fruit, vegetable, and milk.

Packed lunches cannot be warmed up and  
will be stored in a refrigerator.

If a lunch is forgotten or ordered the day of, price increases to \$5.00

## Snack

Martini Kids Club Ministry will continue to provide one afternoon  
snack that is included in tuition.

Classrooms receive a snack between 2:30-3:00pm.

Afterschool children receive a snack as soon as they get off the bus.

**BUREAU OF CHILD CARE  
DIVISION OF FAMILY RESOURCES**

**SAFE TRANSPORTATION OF FOOD RESPONSIBILITY**

Food must be brought to the facility in clean, insulated, sanitizable containers, which keeps cold food at 41° F or below and hot food at 135° or above. Containers must be clearly labeled with the child's name and date of preparation.

Upon receiving the food from the parent, the facility shall verify the temperature of the food. When potentially hazardous food temperature is not correct, the facility will not accept the food.

Upon accepting the food, the facility shall maintain correct food temperatures until served.

**PARENT AGREEMENT**

I, \_\_\_\_\_ (Parent's name) will  
provide food for \_\_\_\_\_ (Child's name).

I take full responsibility for the safety of my child's food during preparation, storage, and transportation to the facility.

(Parent's Signature): \_\_\_\_\_

(Date): \_\_\_\_\_

# Photography Consent Form

Dear Parent/Guardian,

As the parent of a child at Martini Kids Club Ministry, I agree to the following: I understand that my child whose name is listed below may be photographed while at the facility during normal childcare hours and other Martini Kids Club Ministry or Martini Lutheran Church events/activities. I understand that these photographs may be used/shared on your child's class brightwheel accounts with other families and/or printed and displayed in the classroom.

**EXCLUDING SOCIAL MEDIA.**

☐ **YES** — I give permission for Martini Kids Club Ministry to share my child's picture through brightwheel that would include other families at Martini Kids Club Ministry.

☐ **NO** — I do not give Martini Kids Club Ministry permission to share my child's picture.

Child's Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

I give permission for my child to be photographed, or their images recorded for print/electronic use in promoting our childcare services via social media and our website. I understand that it is my responsibility to update this form if I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment with the facility. I understand that there will be no payment for me or my child's participation.

☐ **YES** — I give permission for Martini Kids Club Ministry to share my child's picture on our school website, social media, or printed materials.

☐ **NO** — I do not give Martini Kids Club Ministry permission to share my child's picture.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## DISCIPLINE/GUIDANCE POLICY



MARTINI LUTHERAN CHURCH  
AND KIDS CLUB MINISTRY

It is very important a child's development is nurtured through caring, patience and understanding.

However, while caring for your children, I may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, I will not use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, I will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair for no longer than one minute per year of your child's age, if necessary

If your child's behavior is very disruptive or harmful to himself or other children, I will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

As a parent, you may have some concerns or wish to offer suggestions. Using the lines below, we may modify the above plan with agreed upon suggestions.

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Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Additional techniques to be used with my child:

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Safe Conditions Policy**

The following steps will be taken to ensure that your child is safe while at our child care program.

Children will be actively supervised with the required number of qualified adults (adults who have completed a national criminal history check, consent form, drug screen and negative TB test and have completed all required trainings).

Our child care will not care for children in areas that are being remodeled, repaired, or painted. The administrator or director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

**The child care will take the following steps to maintain the child care:**

1. Clean the child care daily; bathrooms, classrooms, playgrounds.
2. Ensuring that a qualified caregiver maintains ratios, group size and supervision at all times. (inside/outside, field trips, transportation etc.)
3. Keep the child care in a sanitary condition at all times through routine cleaning.
4. Sanitize toys, furniture, cots and other equipment used by children, weekly and when they become soiled or contaminated.
5. Wash all soiled items prior to sanitization.
6. Follow any Executive Orders (EO) or local public health emergency requirements
7. Ensure handling and storage of hazardous materials and the appropriate disposal of biocontainment's.
  - Handwashing
  - Exposure to blood and bodily fluids
  - Poisons and hazardous material including but not limited to; plants, Asbestos, Carbon Monoxide, pest control equipment
8. Protection from hazards that can cause bodily injury such as electrical hazards, bodies of water and vehicular traffic.

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Martini Kids Club Ministry

A Ministry of New Haven's Martini Lutheran Church

## **Notice Concerning Fire Safety Protection**

Dear Parent(s) or Legal Guardian(s),

Under Indiana Law, a childcare ministry may choose not to provide certain fire safety protections if the parent(s) or legal guardian(s) of each child is/are notified about the absence of the fire safety protections. The purpose of this notice is to advise you that this childcare ministry does not have the same level of fire safety protection as a licensed childcare center. As you have already been notified, the childcare ministry does not have to comply with the same sanitation, life and fire safety rules as a licensed daycare center. The reason you are being given this notice is to inform you that the Martini Kids Club Ministry has chosen to abstain from installing fire alarm systems within the facility. This facility will use smoke detectors and will conduct monthly fire drills, as required by the state Fire Marshal.

I/We, the parent(s) or legal guardian(s) of \_\_\_\_\_,  
acknowledge that I/We have read and understand the above notice  
concerning fire safety protection.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## PARENT'S NOTICE

State Form 49444 (R2 / 5-17)  
FAMILY AND SOCIAL SERVICES ADMINISTRATION  
OFFICE OF EARLY CHILDHOOD AND OUT-OF-SCHOOL LEARNING

I understand that this day care ministry is not licensed under the laws of Indiana. However, I understand that this day care ministry complies with the State rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the day care ministry.

Signature of Parent or Guardian

Name(s) of children enrolled

This notice does not absolve a day care ministry from liability for injury to a child while the child is at the day care ministry if the cause of the injury is negligence or intentional wrongdoing on the part of the day care ministry or an employee of the day care ministry.

Name of facility

Martini Kids Club Ministry

Address of facility (number and street, city, state, and ZIP code)

333 Moeller Road

New Haven, IN 46774

County

Allen