



2025/2026 School Age Registration

Annual Non-Refundable Registration Fee:

\$50.00 per child per year

School Year Rates:

-Before & After School-

Full-Time: \$90.00 per week

Part-Time (3 days or less): \$70.00 per week

-Before Care Only-

Full-Time: \$60.00 per week

Part-Time (3 days or less): \$40.00 per week

-After Care Only-

Full-Time: \$65.00 per week

Part-Time (3 days or less): \$50.00 per week

(If your child is registered for the part-time option, there will need to be a set 3-day schedule. If you need a flex schedule, one will need to be provided 2 weeks ahead of time. If a schedule is not submitted, you may 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 – Financial Agreement –

2025/2026 School Year 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 \$50.00 plus one week's tuition needs to be paid at the time of enrollment.

_____ The tuition for my child's care will be _____ per week for [full-time part-time].

_____ I understand that if I need extra services for 2-hour delays, or school closings, that I will be responsible to pay the additional fees stated below:

2-hour delay: \$10 per child | School closing: \$25 per child |

Winter Break: \$135 per child (Part-time) | \$165 per child (Full-time)

Spring Break: \$135 per child (Part-time) | \$165 per child (Full-time)

_____ A re-enrollment fee of \$50.00 will be charged when a child is disenrolled from the program by the parent(s) or ministry and is re-enrolled at any time within the same year.

_____ I understand that I am required to pay \$5.00 per week to hold my child's spot if I am only receiving care on school closure days, scheduled school closing days, and during holiday breaks. There will be a written agreement of this in my child's file separate from this for documentation.

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

_____ A fee of \$25.00 will be charged to my account if I have a check that has been returned/bounced.

_____ If my tuition becomes 2 weeks delinquent, I understand that my child will not be permitted to attend the Ministry's Child Care until my tuition is paid in full. At the end of those 2 weeks, if my tuition is not current, my child's spot may be given to another child on the waiting list.

_____ I may also purchase a hot lunch from Martini Kids Club for \$2.50 each or a cold packed lunch is required each day there is a school closure and if one is not brought, a \$5.00 meal charge will be added to my account and Martini Kids Club will provide my child with a lunch.

_____ I understand that if my child is sent home from the Ministry's Child Care due to a fever, that 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 at home from the Ministry's Child Care 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/weeping wounds or sores.

_____ I understand that the Ministry's Child Care will be closed the 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 fall on a weekend, it will be made up on the Friday before the holiday or the Monday after the holiday.

_____ The following days will be closed but there are non-paid days: Friday after Thanksgiving and December 22,23,24 and 26th. On New Year's Eve, we will close early at 4:00 pm.

_____ I understand that the Ministry's Child Care 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.

_____ Martini Kids Club Ministry reserves the right to close due to unforeseen circumstances with as much notice as possible.

_____ The Ministry's Child Care closes promptly at 6:00pm. If I arrive after this time, I understand that I will be charged a late fee based upon the time windows below:

6:01 pm – 6:15 pm \$8.00 per child | 6:16 pm – 6:29 pm \$18.00 per child | 6:30 pm – 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. Failure to provide 2 weeks' notice will result in additional tuition charges completing my two weeks' 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 year-round to be able to partake in outdoor play while at the Ministry's Child Care otherwise my child will need to be picked up until sunscreen is provided.

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: _____

2025/2026 Before/ After School Registration

(Must fill out separate paperwork for each child)

Child's name: _____ Birthdate: _____

Mother/Guardian Name: _____

Mother/Guardian Email: _____

Mother/Guardian Contact Number: _____

Father/ Guardian Name: _____

Father/ Guardian Email: _____

Father/Guardian Contact Number: _____

Associated Church : _____

Care Needed (Please circle below):

Full Time or Part Time

Days Needed (Please Circle below)

Monday Tuesday Wednesday Thursday Friday



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

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.

Child's Name Date of Birth

Additional techniques to be used with my child:

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

Martini Kids Club Ministry

Pick Up Authorization

Child's Name: _____ Date of Birth: _____

The following person(s) 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.

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 $\frac{1}{2}$ 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

Emergency Information Form

333 Moeller Road
New Haven, IN 46774
260-749-0014

Child's Name: _____ Date of Birth: _____

Child's Home Address:

Mother's Name:

Cell Phone Number: _____ Work Number: _____

Address if different from above:

Father's Name:

Cell Phone Number: _____ Work Number: _____

Address if different from above:

Continued on next page →

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:

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

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

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

School Age 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) given. **Only medications provided by the parent(s) that are still in their original packaging will be administered.**

MEDICATION	YES	NO
Sunscreen		
Tylenol/generic		
Ibuprofen/generic		
Other: _____		

Special Instructions:

Parent/guardian Signature: _____ Date: _____

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

Photography Consent Form

Dear Parent/Guardian,

As the parent of a child(ren) 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.

Child's Name: _____

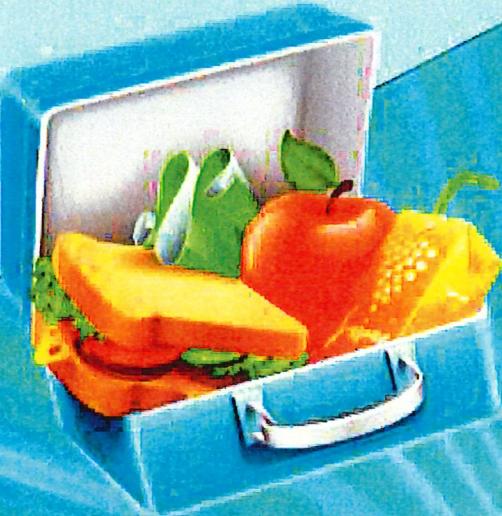
Parent Name: _____ Relation to child: _____

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.

Parent/Guardian Signature

Date

Martini Kids Club Ministry Meal Program



Breakfast is served daily until 8:00am for \$1.50. Each breakfast is served with a fruit. (Children must arrive before 7:50am to receive a breakfast.) Lunch is served daily at 11:00am for \$2.50. Each lunch is served with a fruit and a vegetable.

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.

Packed lunches can not 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.