



**Kings Mountain Children's Center**  
**The after school program at**  
**Kings Mountain Elementary School**  
211 Swett Road, Woodside, CA 94062  
(650) 529-0204

**Dear Kings Mountain Elementary School Parents,**

Kings Mountain Elementary School is fortunate to have an excellent after-school program known as the Kings Mountain Children's Center or KMCC for short. KMCC is a self-supporting, nonprofit, child-care program. Although KMCC is run under the direction of the Cabrillo Unified School District, it is open to all approved elementary aged students, regardless of their school affiliation.

Well-attended and popular, KMCC provides a valuable service for working parents & commuting families on the go. KMCC's caring, creative staff provides childcare from school dismissal until 6:00 PM every day during the school year. Featuring a Homework Club for grades 1 through 5 and a variety of activities for all grades, KMCC serves as a natural extension and complement to the school and the community.

The KMCC staff would like to ask every parent at Kings Mountain Elementary School (KMES) to read through the attached KMCC Contract/Enrollment Agreement and return the completed forms to the KMCC. This request even applies to families who do not anticipate needing after school child-care. We have had several instances in the past when a parent was unexpectedly unable to pick-up their child at the end of the school day and that child needed to remain on campus after school. Without paperwork on file, KMCC cannot provide care for your child. There is no obligation to use KMCC after turning in the forms, but having each child's completed forms on file gives the KMCC staff important contact information to facilitate communication when the unexpected arises.

Thank you for your time!

Bow Sterger - Director  
Kings Mountain Children's Center  
KMCC@cabrillo.k12.ca.us

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**For Your Information:**

**Director** – This is Bow Sterger's fifth year directing the Kings Mountain Children's Center. Bow lives on Kings Mountain with her husband Eric, daughter Ocean a KMES graduate, and son Reef, who will be in third grade at KMES this year. Her family includes four cats and a dog named Puffy Bear. Bow has been a parent volunteer at Kings Mountain Elementary for eleven years and often face-paints at school events. She enjoys baking, gardening, and going to the beach with her family. Bow also has a jewelry design company called Mystic Moon and a pet line of jewelry called "Pets R US". She loves being a part of this amazing school and working (and playing) with its wonderful children.

**Assistant Director:** Julie Mathiasen is returning for her third year at KMCC. She lives in El Granada with her cat Mango and bird Frankie. In the mornings, Julie works at Elkus Ranch where she gives educational tours of the ranch's animals and plants. In her spare time she loves taking long walks on the beach while collecting sea glass to incorporate into the jewelry she designs. Julie additionally operates her own summer camp called Sea Horse Daycare. Her favorite part of Kings Mountain School is playing fun games with the kids.

**Contracts:** To better accommodate the varied needs of the school families, KMCC offers many different contract options as well as a drop-in rate for child-care. We have contracts for two through five days a week for either half-time or full-time care. Contracts apply to regular school days only. Please review the attached contract and call KMCC at the above number if you have any questions.

**Times and Dates:** Kings Mountain Children's Center is open every school day from student dismissal time until 6pm. KMCC does not provide child-care on school holidays. View the school calendar at: [http://www.cabrillo.k12.ca.us/CUSD\\_form/calendar\\_CUSD\\_2011-12.pdf](http://www.cabrillo.k12.ca.us/CUSD_form/calendar_CUSD_2011-12.pdf)

**School Release Times:** School release time is 12:05 for kindergarteners during the first trimester of school only. The first trimester ends on Friday, November 18, 2011. Kinders not going to KMCC after school will go home for lunch at 12:05. Kinders staying at KMCC, lunch with the older students before going to KMCC at 1:00. After the first trimester the schedule changes so all kindergarteners stay for lunch and are released at 1:45 daily.

The first through third graders in Mrs. Silveria and Mrs. Bolton's classes are released at 1:45 all year. Students in Mrs. Springer's mixed third through fifth grade class have the late release time of 2:16 all year.

The only exceptions to these release times are on **minimum days** when all students who normally stay later are released at 12:45. KMCC accepts all students for after school care at 12:45 on minimum days. For questions about school release times contact KMES Site Director Lauren Newington at [laurennewington@comcast.net](mailto:laurennewington@comcast.net) or [newingtonl@cabrillo.k12.ca.us](mailto:newingtonl@cabrillo.k12.ca.us).

KMCC contracts assume child-care for contracted students when they are released from their teacher on regular and minimum days. The contract price does not change for contracted kindergarteners when their release time changes at the end of the first trimester. All non-contracted students, including kindergarteners, are billed hourly according to the amount of time they stay at KMCC.

**Homework Club:** KMCC staff will supervise quiet study time in a Homework Club (HWC) Monday through Thursdays for first through fifth grade students. HWC will be held in the Lion's Den starting at 2:00-2:30 for the first through third grade classes and 2:30-3:00 for the third through fifth grade class. HWC will not be held on minimum days.

Students must be signed in to the KMCC to attend HWC and regular KMCC fees will apply.

**Payments:** KMCC bills will be distributed electronically at the beginning of each month. Please contact KMCC if an alternate billing method is preferred.

KMCC payments can be made by cash or check in KMCC or the KMES office or paid by credit card at [https://kingsmountain.ejoinme.org/MyPages/KMCC\\_Tuition\\_Payments/tabid/129094/Default.aspx](https://kingsmountain.ejoinme.org/MyPages/KMCC_Tuition_Payments/tabid/129094/Default.aspx)

There is a 5% handling fee for credit card payments. All KMCC child-care payments by check are to be payable to Kings Mountain Associated Parents (KMAP). Each month's balance is due by the 5<sup>th</sup> of the month and 10% late fee will automatically be applied to all late payments.

KMAP is a registered non-profit child-care provider and appropriate child-care tax benefits apply for child-care fees paid to KMCC through KMAP.

**Outside Enrichment Activities:** KMES may host Spanish or other independent weekly enrichment opportunities on campus after school. These programs are outside of the KMCC's responsibility and students do not need to be signed in to KMCC to participate. Students on campus before and after these independent programs must be supervised by an adult or, for safety, will be signed in to KMCC. Spanish with IES Language Foundation is a fee-based program that may be scheduled if enough enrollments are achieved. The KMES office will distribute details on this program.

**Info for Students NOT Enrolled in KMCC:** KMCC's first priority is to keep the students safe but allowing kids to have fun comes in a close second. In order to meet both of these priorities, we ask that parents who are on campus after school keep their children out of the KMCC room, off of KMCC toys/equipment, and avoid moving into KMCC's outdoor activities. Please instruct your children to use the school hallways and not cut across the KMCC play space during KMCC's hours of operation. This helps KMCC staff supervise enrolled children and avoids confusion.

**Snacks:** King's Mountain Children's Center will provide a daily afternoon snack for the children. KMCC offers food items from two different food groups at every snack. Snack items offered are rotated regularly for variety.

**Projects:** Each day KMCC will offer enrolled students a project opportunity in the area of: sports, science, cooking, or arts and crafts. Projects are voluntary and informal for KMCC enrollees.

**Running Late:** If you are running late to pick up from school don't worry, KMCC is here to help. Just call the KMCC at 529-0204 as early as possible so the staff will know to collect your child upon release from their teacher.

**KMCC Committee:** A committee of parents supports the KMCC to make the program work for everyone. To find out more about the KMCC Committee please call the KMCC staff.

**Contact KMCC:** For time-sensitive communication, call KMCC at (650) 529-0204. For questions or other non-urgent communication call the number above or email at [KMCC@cabrillo.k12.ca.us](mailto:KMCC@cabrillo.k12.ca.us)

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**Enrollment Agreement 2011-2012**

We believe that once students know and understand the behavior guidelines they will realize that they are fair and equitable to everyone. The following guidelines are not meant to restrict students from having fun, but rather to insure that everyone enjoys the center and activities equally. Please read the rules and discuss them with your child and be sure that he/she understands the expectations and consequences. Also, in order to attend the center, we would like you to sign and return this form to show that you have reviewed the rules with your child.

**Basic rules are as follows:**

**Be Respectful of All People, Property, and Living Things**

Both children and staff will respect each other, property, the center and living things in our natural surroundings. This includes responsibility for keeping the site clean.

Cooperation is essential for the safety and well being of the group.

**Keep Your Hands to Yourself**

Hands off: Other people and their belongings. This includes no fighting, or physical violence.

Hands on: Play equipment, games, crafts, books, materials, and supplies.

**Listen and Wait Your Turn to Talk**

Quiet voices while the teacher is talking or giving instructions.

**Always Be with an Adult**

Student must be under the supervision and within sight of a teacher at all times.

**Discipline Procedures**

- 1) Explain clearly all rules and expectations
- 2) First incident: Time taken to explain/problem solve and insure understanding of the rule.
- 3) Second incident: Phone call to the parent explaining actions of child.
- 4) Third incident: Letter home explaining the actions of the child.
- 5) Fourth incident: Parent will be called and asked to pick up their child.

(In the interest of the safety of the children and staff of KMCC Program,  
KMCC reserves the right to refuse admission to any child)

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**Please sign and return to the Kings Mountain Children's Center:**

**I \_\_\_\_\_ have read the discipline procedure with my child \_\_\_\_\_, and he/she understands the discipline procedure for students attending Kings Mountain Children's Center Program. My child will follow the rules and discuss any problems or questions with the staff.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Kings Mountain Children's Center**  
**(650) 529-0204**  
**Contract for 2011-2012**

\_\_\_\_\_  
**Child's Name**

My contracted fee will be \$\_\_\_\_\_ per month; I agree to pay this amount at the beginning of each contracted month. School holidays and absences due to illness, travel, or any other reason will not change the contract fee. My contract will hold a space for my child; contract changes must be submitted in writing 2 weeks in advance.

\_\_\_\_\_ **Initial**

There is a 10% late fee associated with KMCC bills not paid by the 5<sup>th</sup> of each month. Failure to pay KMCC fees may result in my child being dropped from the KMCC program.

\_\_\_\_\_ **Initial**

My contract is for specific days and times; the director must be given two weeks written notice for a change in contract service or discontinuation of services. I will be responsible for these two weeks of tuition.

\_\_\_\_\_ **Initial**

I will try to contact the director before my child may drop-in. Drop-ins are dependent on availability. Drop-in charge is \$9 per hour and will be paid at the end of each month.

\_\_\_\_\_ **Initial**

I will pay a late fee of \$1.00 for each minute that I arrive after 6:00 pm to pick up my child. I understand that after three late arrivals my child may be dropped from the KMCC program.

\_\_\_\_\_ **Initial**

Please circle the number of days and hours you wish your child to attend KMCC.

**Full-Time Monthly Rate**  
**School Release – 6:00 pm**

**Half-Time Monthly Rate**  
**School Release – 4:00 pm**

**Specify Days:**

5 days                      \$462

5 days                      \$248

**Monday**

4 days                      \$385

4 days                      \$209

**Tuesday**

3 days                      \$314

3 days                      \$176

**Wednesday**

2 days                      \$220

2 days                      \$138

**Thursday**

**Friday**

Please circle if you prefer no contract: **Drop-In only**, \$9 per hour or partial hour.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Date**

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## Emergency Information 2011-2012

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Address: \_\_\_\_\_

Mother: Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Father: Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

### Names of Additional Persons Authorized to Pick up Child from KMCC

	Name	Telephone
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____

### Physician to be called in Emergency

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Group Number: \_\_\_\_\_

### Allergies or other Medical Limitations \_\_\_\_\_

In case of an emergency, I authorize the staff of KMCC to take my child to the above named physician or to the nearest emergency hospital for such emergency treatment and measures deemed necessary for the protection of the child at my expense.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**