

# K4 Wrap Around Monthly Calendar December 2017



**Form Due November 20th**

Child's Full Name \_\_\_\_\_

K4 School:  Maple Grove  Glenwood  Edgewood  Elm Dale

Parent's Full Name \_\_\_\_\_

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

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> Before <b>4</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4	<input type="checkbox"/> Before <b>5</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4	<input type="checkbox"/> Before <b>6</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4	<input type="checkbox"/> Before <b>7</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4	<input type="checkbox"/> Before <b>8</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4
<input type="checkbox"/> Before <b>11</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4	<input type="checkbox"/> Before <b>12</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4	<input type="checkbox"/> Before <b>13</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4	<input type="checkbox"/> Before <b>14</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4	<input type="checkbox"/> Before <b>15</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4
<input type="checkbox"/> Before <b>18</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4	<input type="checkbox"/> Before <b>19</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4	<input type="checkbox"/> Before <b>20</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4	<input type="checkbox"/> Before <b>21</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4	<input type="checkbox"/> Before <b>22</b> <input type="checkbox"/> After <input type="checkbox"/> Before & After <input type="checkbox"/> K4
<b>25</b> No Kids Connection Happy Holidays!	<b>26</b> No Kids Connection Happy Holidays!	<b>★ 27</b> School's Out Day <input type="checkbox"/> Full Day @ Elm Dale	<b>★ 28</b> School's Out Day <input type="checkbox"/> Full Day @ Elm Dale	<b>29</b> No Kids Connection Happy Holidays!

**Before School:** 6:30AM– Morning Bell **After School:** Afternoon Bell– 6:00PM  
**K4 - Wrap Around Glenwood:** 8:45AM-12:50PM

**Week 1 (Dec 4-8)**

	<u>1 Day</u>	<u>2 Days</u>	<u>3 Days</u>	<u>4-5 Days</u>	<u>FEE</u>
Before (AM only)	<input type="checkbox"/> \$12.00	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$28.25	<input type="checkbox"/> \$39.75	\$ _____
After (PM only)	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$27.50	<input type="checkbox"/> \$37.50	<input type="checkbox"/> \$53.00	\$ _____
Before & After (Both)	<input type="checkbox"/> \$23.25	<input type="checkbox"/> \$42.50	<input type="checkbox"/> \$60.25	<input type="checkbox"/> \$80.00	\$ _____
K4 Glenwood AM	<input type="checkbox"/> \$20.25	<input type="checkbox"/> \$37.50	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$75.00	\$ _____
K4 & AM <u>OR</u> PM	<input type="checkbox"/> \$32.00	<input type="checkbox"/> \$58.50	<input type="checkbox"/> \$83.00	<input type="checkbox"/> \$115.00	\$ _____
K4 & AM <u>AND</u> PM	<input type="checkbox"/> \$39.00	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$105.00	<input type="checkbox"/> \$135.00	\$ _____

**Week 2 (Dec 11-15)**

	<u>1 Day</u>	<u>2 Days</u>	<u>3 Days</u>	<u>4-5 Days</u>	
Before (AM only)	<input type="checkbox"/> \$12.00	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$28.25	<input type="checkbox"/> \$39.75	\$ _____
After (PM only)	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$27.50	<input type="checkbox"/> \$37.50	<input type="checkbox"/> \$53.00	\$ _____
Before & After (Both)	<input type="checkbox"/> \$23.25	<input type="checkbox"/> \$42.50	<input type="checkbox"/> \$60.25	<input type="checkbox"/> \$80.00	\$ _____
K4 Glenwood AM	<input type="checkbox"/> \$20.25	<input type="checkbox"/> \$37.50	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$75.00	\$ _____
K4 & AM <u>OR</u> PM	<input type="checkbox"/> \$32.00	<input type="checkbox"/> \$58.50	<input type="checkbox"/> \$83.00	<input type="checkbox"/> \$115.00	\$ _____
K4 & AM <u>AND</u> PM	<input type="checkbox"/> \$39.00	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$105.00	<input type="checkbox"/> \$135.00	\$ _____

**Week 3 (Dec 18-22)**

	<u>1 Day</u>	<u>2 Days</u>	<u>3 Days</u>	<u>4-5 Days</u>	
Before (AM only)	<input type="checkbox"/> \$12.00	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$28.25	<input type="checkbox"/> \$39.75	\$ _____
After (PM only)	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$27.50	<input type="checkbox"/> \$37.50	<input type="checkbox"/> \$53.00	\$ _____
Before & After (Both)	<input type="checkbox"/> \$23.25	<input type="checkbox"/> \$42.50	<input type="checkbox"/> \$60.25	<input type="checkbox"/> \$80.00	\$ _____
K4 Glenwood AM	<input type="checkbox"/> \$20.25	<input type="checkbox"/> \$37.50	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$75.00	\$ _____
K4 & AM <u>OR</u> PM	<input type="checkbox"/> \$32.00	<input type="checkbox"/> \$58.50	<input type="checkbox"/> \$83.00	<input type="checkbox"/> \$115.00	\$ _____
K4 & AM <u>AND</u> PM	<input type="checkbox"/> \$39.00	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$105.00	<input type="checkbox"/> \$135.00	\$ _____

**Week 4 (Dec 25-29)**

School's Out Day 27th	<input type="checkbox"/> \$29 (Full Day 7:00am-6:00pm)	\$ _____
School's Out Day 28th	<input type="checkbox"/> \$29 (Full Day 7:00am-6:00pm)	\$ _____

Late Fee: \$15/Month\* \$ \_\_\_\_\_

**Payment Method:** \_\_\_ Cash \_\_\_ Check (Payable to: City of Greenfield)

\_\_\_ Auto pay (CC on File – Last 4 #'s: \_\_\_\_\_)

Credit Card: \_\_\_ Visa \_\_\_ Master \_\_\_ Discover

Card #: \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_

Card Holder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Auto pay option will keep your credit/debit card on file and auto charge your monthly fee, each month on the 21st (or next business day). Details are available on the back of this form Checks returned for insufficient funds will be charged a \$25.00 service fee.

**Total Amount\*\*\$** \_\_\_\_\_

\*Apply late fee if you submit this form and payment after the 20th of the November.

\*\*If you request or already have financial assistance approved, please leave total amount blank, and we will apply financial assistance internally when registering you.

Please Note: Each month will begin on a Monday.

## Registration Form Directions

1. Please check the boxes in the calendar of which days/times your child will be attending.
2. In the chart on the right, write the dollar amount for each week according to the number of days your child will be attending in that particular week in the blank spaces (\$\_\_\_\_\_).
3. If this sheet is submitted after the 20th of the month, please include the \$15.00 late fee.
4. Total all fee lines and enter in the Total Amount box.
5. Select payment method.
6. Submit sheet and payment to the Parks and Rec office, in person M-F 9:00am - 6:00pm or by mail, fax, or drop box anytime to City of Greenfield Parks and Recreation, Room 200, 7325 W. Forest Home Ave., Greenfield, WI 53220. Fax #: 414-543-2369 Phone #: 414-329-5370. All Kids Connection Sites have Drop Boxes that calendars can be submitted to. **This box is ONLY checked on Thursdays at 6:00pm.**

**WWW.CI.GREENFIELD.WI.US/PARKSREC**

What's available online?

- Parent Handbook of Procedures & Policies
- Registration Form
- Monthly Calendars
- Online Registration Link
- FAQ's
- Financial Assistance Form

## Registration Options

There are 6 ways to hand in the Kids Connection registration form and/or Monthly Calendars:

**By Mail:** Mail form along with payment to: Greenfield Parks and Recreation 7325 W. Forest Home, Rm 200, Greenfield, WI 53220

**By Kids Connection Drop Box:** Each school has a Kids Connection Drop Box where you may put your monthly calendar, registration form and payments in. These boxes will only be checked on Thursdays at 6:00pm.

**By Fax:** Fax form to 414-543-2369. Credit Card payment only.

**City Hall Drop Box:** Drop form and payment (no cash) in a sealed envelope marked Parks & Recreation Registration in the 24/7 drop box located by the south door entrance to city hall. 7325 W. Forest Home, Greenfield, WI 53220

**In Person:** The Parks and Recreation office is open Monday through Friday 9:00am-6:00pm. Stop by to process your registration in person or to drop off directly to our staff.

**Online:** Registration is available online at [www.ci.greenfield.wi.us/parksrec](http://www.ci.greenfield.wi.us/parksrec). Credit card payment only. Please note that the individual month calendars are not defined online, therefore it is suggested to look at a Kids Connection calendar before registering to make sure you are enrolling for the proper dates. PDF's of the monthly calendars can be found online as well.

## Payments

All payments are due at time of registering online or with monthly calendars. We do not bill for any services. Payment options include: Cash, Check (payable to: City of Greenfield), or Credit Card. You also have the option for auto pay, where your credit card will be kept in our registration system and your card will be charged on the 21<sup>st</sup> of each month— please read below for more information. Any checks returned for insufficient funds will be charged a \$25.00 service fee.

## Auto-Pay Details

Auto-Pay is available for those who wish to have a credit card saved in our registration system, allowing parents to register easier and faster. The first time you select auto-pay, you must put in your full credit card information on the calendar and sign. After we have your card on file, you may select auto pay on each calendar and put in your last 4 digits of your card number on file to register your child. Monthly calendar still MUST be filled out completely each month. It is your responsibility to let us know if your credit card information changes. Auto-Pay is ran ONCE on the 21<sup>st</sup> of each month (or next business day). If you hand in a late registration, you must provide a form of payment on your monthly calendar.