



---

# Parent Handbook 2019-2020

---

Our Staff is very excited and looking forward to a wonderful year.

This handbook contains Silverlake Academy's policies and procedures, which are important to you and your child. By signing the following, you agree that you have received and read a copy of the Silverlake Academy Parent Handbook prepared by Silverlake, "The Family Place". You also agree to follow the policies, procedures, and practices placed before you within the Silverlake Academy Parent Handbook.

---

Name of Child \_\_\_\_\_ School \_\_\_\_\_  
Name of Parent(s) \_\_\_\_\_ Start Date \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

I am aware that an immunization record is required for my child to participate in any Silverlake Academy Program upon registration. Initial \_\_\_\_\_

---

**Silverlake Academy Handbook**  
**Silverlake, The Family Place**  
**301 Kenton Lands Road**  
**Erlanger, KY 41018**  
**Phone: 859-426-7777 and Fax: 859-426-7701**  
**www.silverlakefamily.com**

### **Policies and Procedures**

1. **Sign In/Check In:** All children, upon arrival at Silverlake Academy, must be signed in by their parent/guardian. If using provided bus transportation, children will be signed in by a Silverlake counselor.
2. **Pick up/Check Out:** All children being picked up from Silverlake Academy, at any time and under ALL circumstances, **must be** signed out by his or her parent/guardian or designated pickup person. **All children must be picked up no later than 6:00pm or a late fee will be charged.** The late fee is \$1 for every minute the parent/guardian or designated pick up person is late, past 6:05pm. Amount should be paid directly to the counselor checking out. Payment must be cash or check, no “charges” allowed.
3. **Age Groups:** Children will be split into groups based on their ages and what schools they attend. If your child would like to be with a friend please designate whom on your child’s registration form.
4. **Child Immunization:** Parents/Guardians must provide Silverlake Academy with a copy of your child’s immunization record/certificate. **Immunizations must contain the Kentucky State Seal and an expiration date.** We do not accept online print-outs.
5. **Plan of Evacuation:** If an emergency evacuation must occur, all children will be transported to Erlanger Public Library. The Library is located at 401 Kenton Lands Rd. (859) 962-4000. Tune to channel 12 for emergency information.
6. **Parental Visitation:** Parents and/or guardians of enrolled/attending children are permitted to view and observe their children at any time while being escorted by a staff member. Perspective parents can observe by appointment only. Observations are subject to a time limit.
7. **Designated Pickup Persons:** We will only release children to persons designated by parents on the child's registration form. An ID provided by the designated pickup person must be shown to a staff member before release of the child will be permitted. Last minute pick-up changes must be approved by a Pre-School Teacher or the Director. **Parents are required to come into the building to sign out their child. Absolutely no children will be walked outside.**
8. **Responsibility for Child:** Silverlake Academy will not assume responsibility of any child before his/her actual arrival and sign-in or after departure or sign-out.

9. **Lunches:** Both school-age and early childhood students may bring an insulated or re-usable bag. They will not be refrigerated. We are not able to microwave lunches. **We have peanut-free classrooms and eating areas.** You may also choose to purchase lunch. Lunch is not included in your daily tuition, but is available at an additional cost. If you forget lunch, we will supply the daily lunch menu item for an additional cost. This fee must be paid the same day lunch is provided. If you choose not to pay the day of, it will be charged to your account. Day campers purchasing lunch will be given the daily lunch item. They cannot choose freely from the café.
  
10. **Snack:** Snack is provided free of charge to all full day enrollees. If you choose to allow your child to purchase a snack, your child will pick their snack and pay via cash, a virtual gift card or credit card on file. Please email Whitney at [wthomas@silverlakefamily.com](mailto:wthomas@silverlakefamily.com) to designate your preferred payment method or any limitations. Children are responsible for choosing their food items and managing cost.
  
11. **Lunch/Snack and Virtual Gift Card Procedures:**  
Your child's lunch can be charged to the same card or account you have on file for tuition. You may also add money to a Virtual Gift card for your child's lunch/snacks. Lunches and snacks cannot be billed to a checking account on file. If your card declines for any reason or your virtual gift card has insufficient funds, the costs will be billed to your account. If the cost is not promptly paid, it will be to your method of payment on file on the 5<sup>th</sup> of the month. You can check your gift card balance at the front desk or by calling (859)426-7777.
  
12. **Personal Property:** Silverlake Academy is NOT responsible for lost, stolen or damaged items brought to our facility. **Do not bring toys, cell phones, trading cards, video games, etc.** All personal property must be labeled with child's first and last name. It is recommended that all Early Childhood pack at least one pair of extra clothes. They may be left in your child's cubby.
  
13. **Lost and Found:** Clothing/items left at Silverlake will be placed in Lost and Found at the close of each day. It is the parent's responsibility to check daily. There is a lost and found located in the Kid's Quest room, FunNastics, Front Desk and Towel Desk.

14. **Change in Personal Information:** Silverlake Academy's administrative personnel must be notified immediately when there are any changes in the following, i.e., phone numbers, address, emergency contacts, family structure, or other personal/pertinent information.
15. **Parents Authorization:** I hereby grant permission for my child to be transported by Silverlake Academy and contracted providers chosen by them, to and from Silverlake Academy. I also authorize Silverlake Academy to transport my child at any time Silverlake Academy chooses to transport for daily excursions, after notifying the parent or guardian. Walking excursions are also permitted in and around the surrounding property/buildings of Silverlake Academy and the city of Erlanger.
16. **Registration and Payment**  
Returned Payments: Up to a \$32 fee will be charged for any returned payments. Accounts that are delinquent may result in suspension or termination from Silverlake Academy without refund.

**3 Payment Options- Absolutely NO credits or refunds are given for absences.**

1. **Pay in Full** - Pay in Full for the first semester by August 1<sup>st</sup>, 2019 and the 2<sup>nd</sup> semester by January 1<sup>st</sup>, 2020 and receive 5% off total semester tuition. There are no credits or refunds given for absences.
2. **Auto Withdraw from a credit or debit card**— Fill out your credit or debit card information on the payment form. Your tuition will be withdrawn from your credit or debit card every Monday.
3. **Auto Withdraw from a checking or savings account**- Fill out your Banking information include, name, routing number and account number on the payment form. Your tuition will be withdrawn from your bank account every Monday.

**Please note: If your payment declines for any reason, it will remain on your account. Any balances remaining will be drafted automatically on the 5<sup>th</sup> of every month.**

**A school year** is defined as 37 weeks of Pre-school/Pre-K and 39 weeks of After School.

**Vacation Week:** A parent does not need to pay for this requested one week vacation period. Days used must be consecutive and must be in the same days as normally attended. Any additional time off would be charged at the regular rate. Winter Break and Spring break are omitted from the payment schedule. Removing a payment for a vacation week must be done in advance. There will be no refunds.

**Early Drop-off Fee:** In the case that a half-day pre-schooler needs to arrive prior to 8:30am, an additional weekly fee applies. This fee may range from \$5-\$15 per week depending on the number of days they attend per week.

**Annual fees:** We have set annual fees in accordance with the schedules that accommodate your needs. There are no pro-rations for weeks with Holidays. The tuition also remains the same for weeks with closings due to snow days or Teacher In-Service days.

17. Schedule for Silverlake Academy Programs 2019-2020

<u>Program</u>	<u>Dates Running</u>
After School	August 12 <sup>th</sup> —June 5 <sup>th</sup> , 2020
Early Childhood (pre-school/pre-k)	August 26 <sup>th</sup> —May 22 <sup>nd</sup> , 2020
Pre-K Graduation	May 22 <sup>nd</sup> , 2020
Winter Break	December 23 <sup>rd</sup> —January 3 <sup>rd</sup> , 2020
Early Childhood Spring Break Camp	April 6 <sup>th</sup> —13 <sup>th</sup> , 2020
School-Age Spring Break Camp	April 6 <sup>th</sup> —13 <sup>th</sup> , 2020 Beechwood/Catholic Schools: TBD
Summer Camp	May 26 <sup>th</sup> —August 21 <sup>st</sup> , 2020

These dates are approximate; we will do our best to accommodate the differing schedules of the schools we offer transportation to. On the dates Silverlake Academy is closed, parents must make alternate arrangements for their child's care.

<b>Holiday</b>	<b>Date</b>	<b>Pre-School Availability</b>	<b>School-Age Availability</b>
Labor Day	September 2 <sup>nd</sup>	No	No
Prof. Development Day	October 11 <sup>th</sup>	No	Yes
Prof. Development Day	October 14 <sup>th</sup>	No	Yes
Election Day	November 6 <sup>th</sup>	No	Yes
Thanksgiving Break	November 27 <sup>th</sup>	Yes	Yes
	November 28 <sup>th</sup> & 29 <sup>th</sup>	No	No
Winter Break	December 23 <sup>rd</sup> —January 3 <sup>rd</sup>	No	No
	December 23 <sup>rd</sup> , 27 <sup>th</sup> , 30 <sup>th</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	Yes	Yes
	December 24 <sup>th</sup> , 25 <sup>th</sup> , 31 <sup>st</sup> , January 1 <sup>st</sup>	No	No
Martin Luther King Day	January 20 <sup>th</sup>	Yes	Yes
Prof. Development Day	February 3 <sup>rd</sup>	No	Yes
President's Day	February 17 <sup>th</sup>	Yes	Yes
Prof. Development Day	March 20 <sup>th</sup>	No	Yes
Spring Break	April 6 <sup>th</sup> —13 <sup>th</sup>	Yes	Yes
Good Friday	April 10 <sup>th</sup>	No	No
Election Day	May 19 <sup>th</sup>	No	Yes
Memorial Day	May 25 <sup>th</sup>	No	No

\*These dates do not reflect Holy Days, which will be offered based on need\*

18. **Discipline Policy** - Definition of a Behavioral Problem:

Any behavior by a child that is viewed or deemed unsafe to the well being of himself/herself, or any other person/child. The improper use of language or gestures directed to staff or other children. Damage or theft of Silverlake property, the property of others, or an overall disrespect to staff or other children. Unwillingness to follow any of the rules set to ensure the safety and fun of each participant. Discipline policy is based on age and development of child.

**Behavioral Disciplinary Actions**

1. Verbal warning from a counselor
2. Verbal warning from the Program Director with a written notice for parent(s) to be signed
3. Conference with the Youth Programs Director and/or Program Director
4. Suspension or termination from Silverlake Academy without refund
5. Extreme or violent behavior resulting in an injury to another child or staff member may warrant immediate termination from our program without any previous warnings.
6. Silverlake Academy retains the right to dismiss any student without prior written notice or a conference with the director
7. The center will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations.

19. **Transportation** – Silverlake will provide after-school pick up Monday through Friday from participating schools to Silverlake's campus. We cannot guarantee pick up for early dismissals or schools dismissed early for weather-related incidents.

**Bus Rules: If your child does not follow the bus rules, Silverlake Academy retains the right to suspend or expel transportation services.**

1. Refrain from eating or drinking on the bus. No food, candy or gum is permitted.
2. Keep hands, arms and objects inside the bus at all times.
3. Remain seated until the bus stops for unloading.
4. Use emergency doors for emergencies only.
5. Do not throw objects from the bus or to others on the bus.
6. Do not bring any type of animal on the bus.
7. Keep aisles clear from obstructions at all times.

## 20. **Policy On Release of Children:**

Each child may be released only to the parent(s) or person(s) authorized by the parent(s) to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child by 6:00pm, we shall ensure that:

1. The child is supervised at all times.
2. Staff members will attempt to contact the parent(s) or person(s) authorized by the parent(s).
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed, and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Child – At – Risk Hotline at 1-800-792-5200 to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.
4. If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that, the child may not be released to such an impaired individual
5. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and if the center is unable to make alternative arrangements, a staff member shall call the Child – At – Risk Hotline at 1-800-792-5200 to seek assistance in caring for the child.
6. For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

21. **Policy on the Management of Communicable Diseases:** If a child exhibits any of the following symptoms, he/she should not attend school/camp. If such symptoms occur at school/camp, the child will be removed from the classroom/area, and you will be called to pick up your child.

Once the child is symptom free for 24 hours, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school. If a child contracts any of the following diseases, please report it to us immediately. The child may not return to school/ camp without a doctor's note stating that the child presents no risk to himself/herself or others.

Cause for Temporary Absence

Severe pain or discomfort Acute Diarrhea Difficult or rapid breathing Episodes of acute vomiting Skin rashes lasting longer than 24 hours Blood in urine Red eyes with discharge	Oral temperature of 100.1 degrees Fahrenheit Infected untreated skin patches Swollen joints Sore Throat or severe coughing Visibly enlarged lymph nodes Yellow eyes or jaundice skin Stiff Neck
--	---

Table of Excludable Communicable Diseases

Respiratory Illness Chicken Pox German Measles* Homophiles Influenza* Measles* Strep Throat Gastro-intestinal illnesses Giardia Lamblia	Hepatitis A* Salmonella* Shigella* Whooping Cough Contract illnesses Impetigo Scabies	Meningococcal Mumps Lice (must remove all eggs/nits before returning to Silverlake Academy with note from physician)
--	---	--

22. **Policy on the dispensing of medication:** If your child needs to receive medication while at Silverlake Academy, you will need to fill out a medication form. You will need to state the name of the child receiving the medication, the date(s) they will be receiving the medication, what the medication is for, and the dosage. You will need to make sure that the prescription/ medication is current. If it is a long term prescription, such as an inhaler or Epi Pen, Silverlake Academy will need a note from the doctor stating the name of the medication, the dosage, a picture of the child, and the dates the child will be receiving the medication or upon which circumstances the child should receive the medication. All medicines should be in its original container.



### 23. Communication

If you have questions about the program, weekly schedules, counselors and day to day activities pertaining to the early childhood, after school and ½ day kinder care program, contact Whitney Thomas the Academy Director at [wthomas@silverlakefamily.com](mailto:wthomas@silverlakefamily.com) or 859-426-7777 ext 103.

If you have questions about the schedule, curriculum or day to day activities pertaining to the pre-school and pre-k program, contact Lisa Caudill the Early Childhood Coordinator at [lcaudill@silverlakefamily.com](mailto:lcaudill@silverlakefamily.com).

If you have billing questions please contact Amie Nichos from our corporate office at [anichols@silverlakefamily.com](mailto:anichols@silverlakefamily.com) or (859)426-7777 ext 310.

### 24. Required Supplies

The supplies pertaining to your child's age group must be provided as needed by the child's parent or legal guardian. PLEASE LABEL EACH SUPPLY ITEM WITH YOUR CHILD'S NAME.

#### Pre-School (3 (potty-trained) - 5 years)

- (1) Extra set of clothes
- Small pillow and Blanket in a bag (full day care only, to be placed in cubby, must take home every day)
- Backpack
- Pack of wet wipes
- Children should wear socks, gym shoes, and clothes that can get dirty

#### After School Required Supplies

- Please notify your child(ren)'s school about the days your child will be attending Silverlake Academy
- We also ask that you notify Silverlake Academy of all absences or change in pick-up
- Please bring a swim suit and towel on assigned swimming days
- Wear clothing that can get dirty and gym shoes that are comfortable with socks
- Belongings should be brought in a backpack or bag labeled with their name and phone number
- Please do not bring electronic items, trading cards etc. Silverlake is not responsible for lost or stolen items

## 25. Example Daily Schedule

### Example Schedule After School Program

<b>2:30-3:30p</b>	Arrival from school, free play time, after school snack
<b>3:30p-4:15p</b>	Swimming, gymnastics, outside play, homework
<b>4:15-5:00p</b>	Kid's Quest, homework, Free play and Guided Games
<b>5:00p-pickup</b>	Homework, board games, card games, small group activities

### Example Schedule Pre-school Program

<b>7:00-8:30a</b>	Drop off in Discovery Play area, free play, breakfast
<b>8:30—9:30a</b>	Free Choice in Pre School Room
<b>9:30-10:30a</b>	Art/STEM room
<b>10:30-11:30a</b>	Skills and centers room
<b>11:30-12:00p</b>	FunNastics, Gym, Kid's Quest
<b>12:00-12:30p</b>	Lunch
<b>12:30-1:00p</b>	Gross motor free play
<b>1:00p</b>	pick up for half day students in Kid's Quest
<b>1:00p-3:00p</b>	Nap or quiet time
<b>3:15-3:45p</b>	Snack
<b>3:45-4:30p</b>	FunNastics, outside play, games in gym
<b>4:30-pickup</b>	Classroom/Kid's Quest

## 26. ADDITIONAL INFORMATION TO PARENTS

### **A SUMMARY OF OUR PARENTAL INFORMATION, RIGHTS AND RESPONSIBILITIES ARE AS FOLLOWS:**

Class Pet. The Pre-School classroom has a Beta fish. Children will never handle or feed the fish. By signing the front page of the parent handbook, you are acknowledging you have been made aware and are giving parental consent.

Parental Input. The licensee should appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

Meeting with parents. In group child care programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parent(s) and child to visit the program and meet the staff before the child's enrollment.

Parent Information. The licensee should provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snack or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

Parent Conferences. The licensee should make staff available for individual conferences with parents at your request.

Parent Communication. At the beginning of each day Silverlake Academy will provide a lesson plan.

Parent Visits. You have the right to visit the center and your child's room at any time while your child is present.

Children's Records. Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

Access to your child's record. You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's record, and must maintain a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the center's records.

Amending your child's record. You have the right to add information, comments, data, or any

other relevant materials to your child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

Transfer of records. When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

### **PROGRAM RESPONSIBILITIES:**

#### Providing Information to the State Licensing Bureau

The program should make available any information requested by the State Licensing Bureau to determine compliance with any licensing regulations governing the program, by providing access to its facilities, records, staff and references.

#### Reporting abuse or neglect

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. Anyone who has reasonable cause to believe that an enrolled child has been or is being subject to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry and Child Abuse (859) 824-7585. Parents may secure information about child abuse and neglect by contacting The Cabinet for Health and Family Services 275 East Main St. Section 3 E-G Frankfort Kentucky 40621 (859) 246-2301.

#### Notification of injury

The licensee should notify you immediately of any injury which requires emergency care. The licensee will also notify you, in writing, within 24 hours, if any first aid is administered to your child.

#### Availability of State Licensing Regulations

The program should maintain a copy of the state licensing regulations on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulation, ask the center to show them to you.

### Payment Form

Program	Description	Days	Member	Non-Member	Discount	Total
Pre-School & Pre-K	Full Day 7:00a—6:00p	Monday—Friday	\$175	\$200		
Pre-School & Pre-K	Full Day 7:00a—6:00p	Monday/Wednesday/Friday	\$140	\$165		
Pre-School (2 <sup>nd</sup> semester only)	Full Day 7:00a—6:00p	Tuesday/Thursday	\$110	\$135		
Pre-School & Pre-K	Half Day 8:30a—1:00p	Monday—Friday	\$105	\$125		
Pre-School & Pre-K	Half Day 8:30a—1:00p	Monday/Wednesday/Friday	\$90	\$115		
Pre-School (2 <sup>nd</sup> semester only)	Half Day 8:30a—1:00p	Tuesday/Thursday	\$70	\$95		
After-School	5 days until 6:00p	Monday—Friday	\$75	\$100		
After-School	4 days until 6:00p	Circle Days— M T W R F	\$70	\$95		
After-School	3 days until 6:00p	Circle Days— M T W R F	\$65	\$90		
After-School	2 days until 6:00p	Circle Days— M T W R F	\$60	\$85		
Day Camp	Enrolled Pre-Schooler or After-Schooler		\$20/day	\$20/day		
Day Camp	Not enrolled Pre-Schooler or After-Schoolers		\$35/day	\$45/day		
Winter or Spring Break Camp	Partial Week	Circle Days— M T W R F	\$35/day	\$45/day		
Winter or Spring Break Camp	Full Week		\$175	\$225		

**Please note: To advance to the pre-k class, your child must turn 4 years old by August 1<sup>st</sup>. Tuesday/Thursday option is for students starting in the 2<sup>nd</sup> semester only and is based on birthdate**

**1. Pay in Full**

If you pay for the semester in full by August 1<sup>st</sup> or January 1<sup>st</sup> and receive 5% off your total. No refunds or credits will be given for absences.

Total Due: \_\_\_\_\_ x .95 = \_\_\_\_\_ Total Paid \_\_\_\_\_  
 Payment Type \_\_\_\_\_ Date Paid \_\_\_\_\_

**2. Auto Withdraw from a Credit or Debit Card**

Put your debit or credit card on file at the front desk or through the Academy Director. School tuition will be withdrawn on the Monday of the week registered. No refunds or credits will be given for absences.

Card Type \_\_\_\_\_ Last four digits of card # \_\_\_\_\_  
 Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_  
 Name on Card \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

**3. Auto Withdraw from a Checking or Savings Account**

Put your account and routing number on file at the front desk or through the Academy Director. School tuition will be withdrawn on the Monday of the week registered. No refunds or credits will be given for absences. Please note, accounts can not be charged, accrued balances will draft on the 5<sup>th</sup> of every month.

Bank Name \_\_\_\_\_ Account Type \_\_\_\_\_  
 Last four digits of account # \_\_\_\_\_ Last four digits of routing # \_\_\_\_\_

**Dear Parent or Guardian:** As a participant in The Silverlake Academy After School Program, your child will be involved in transportation from St. Pius, Blessed Sacrament, Beechwood, St. Joe's, Caywood, River Ridge or R.C. Hinsdale to Silverlake.

School	Address	Phone	Departure/Arrival Time
St. Pius	348 Dudley Rd. Edgewood, KY	(859)341-8226	1:55/2:10
Blessed Sacrament	2407 Dixie Hwy. Ft. Mitchell, KY	(859)331-3062	2:45/2:55
Beechwood	50 Beechwood Rd. Ft. Mitchell, KY	(859)331-3250	2:55/3:10
St. Joe's	2474 Lorraine Ct. Crescent Springs, KY	(859)578-2742	2:10/2:20
Caywood	3300 Turkeyfoot Rd. Edgewood, KY	(859)341-7062	3:45/4:00
Hinsdale	440 Dudley Pike, Edgewood, KY	(859)341-8226	3:45/4:00
River Ridge	2772 Amsterdam Rd. Villa Hills, KY	(859)341-5260	3:45/ 4:00

**Method of Transportation:** Chevrolet Cut Mini Bus, International 3000 School Bus, Thomas School Bus

**Designated Supervisors:** Silverlake, The Family Place CDL drivers and Limousine Associates Drivers

If you would like your child to participate in these activities please complete, sign and return the following statement of consent, release of liability and permission for medical treatment.

Please copy and return original to Silverlake "The Family Place".

PARENT'S PERMISSION AND INDEMNITY

I/we hereby request that my/our child \_\_\_\_\_ be permitted to participate. I/we understand that this activity will take place away from Silverlake, The Family Place's grounds and that my/our child will be under the supervision of Silverlake, The Family Place personnel on the dates specified. I/we release and agree to indemnify Silverlake The Family Place and its representatives from liability for any accident in which my/our child may be involved or any injury to my/our child which may occur in connection with these activities. I/we consent to the conditions for participation in these activities including the method of transportation.

I/we authorize the above named designated supervisors to seek necessary medical treatment by a duly-licensed doctor or hospital for my/our child, except that surgery shall require the opinion of at least two doctors. I/we agree to assume any and all medical costs incurred.

I/we agree to assume all transportation costs should it be necessary for my/our child to return home for medical, disciplinary or other reasons.

I/we recognize that I/we remain fully responsible for any legal liability resulting from personal action by my/our child.

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

Date \_\_\_\_\_

## Additional Activities (At Silverlake)

Please indicate when we need to get your child to a lesson.

Additional activities can be scheduled after 4pm. Silverlake staff can be responsible for taking your child to an activity at Silverlake, however we will not pick them back up. Do not schedule an additional activity for your child before 4pm. We do not have additional staff members to accommodate the transitions during that time.

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

Activity \_\_\_\_\_

Day \_\_\_\_\_

Time \_\_\_\_\_

If private lesson, name instructor \_\_\_\_\_

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

Activity \_\_\_\_\_

Day \_\_\_\_\_

Time \_\_\_\_\_

If private lesson, name instructor \_\_\_\_\_