



Welcome to Kids Korner! Included you will find your Parent Packet with all of the required forms to complete your enrollment. Please fill out both sides of the registration form (if you have not already done so), complete and sign the child information record and health form, and also review the parent manual and sign the contract in the back. There is a \$25 registration fee as well (thank you if you have already paid this). Please return these items to the Comstock Community Center **PRIOR** to the first day of school. The State of Michigan requires these forms to be turned in before we are able to care for your child. If you have any questions please contact Kelly Moore, Youth and Children Services Director, at 345-7243.

Here are a few important things for you to know:

1. All of the above listed forms must be turned in before the first day of school.
2. When you come to North Elementary, please come in the main entrance and go down the hall on the right. We are located in the classroom all the way to the right of the end hallway. (We will have signs to direct you) Our Associate Director, Amy Beach, will be there to greet and direct you to the first through fifth graders room or welcome you into the wrap-around room.
3. Please remember to have your ID ready at pick up until we get to know you. Everyone will be asked for ID and only adults over 18, who are on the child information record, will be allowed to pick up your child.
4. If you want to have your AM Kindergartener ride the bus home at the end of the school day (approximately 3:50) you will need to contact the bus garage at 388-9490 to ask if this arrangement can be made as soon as possible. There is no guarantee that they will be able to accommodate this request.
5. If you would like your PM Kindergartener to ride the bus in the morning to the wrap-around program you must ask the bus garage if they can accommodate this request by calling 388-9490.
6. If your child needs to take any medication while at Kids Korner please let Amy Beach know so that you can fill out a medication form and we can keep track of the medicine. This includes cough drops, Tylenol, orajel (or other cold sore medicine), and any over the counter medicine. We want to make sure the children do not overuse any of these items as it can make them ill.
7. Please remember to bring your kindergartener a lunch everyday or request a lunch from the school and notify Kids Korner if they are to receive one from school. Only a parent can request a lunch from the school and must be approved through the school guidelines. Kids Korner is not involved in that process. We are only able to serve school lunches to the children approved by the school.

8. Please do not bring toys or games from home. We are not responsible for lost or broken items. More importantly, it can be a disruption or other children may feel left out or jealous.
9. September bills will be given out the first or second week of school. They will be due at the end of the month.
10. If you have any questions, please call the main child care office at 345-7243 or call Amy at the school at 488-3294. (Please keep in mind that Amy will only be available during school months at the classroom number)

Again, welcome to Kids Korner. We look forward to meeting your family on the first day of school and at the Open House at North Elementary!

Sincerely,

Kelly Moore
Youth & Children Services Director
Comstock Community Center/Kids Korner