

# BERKSHIRE SOUTH REGIONAL COMMUNITY CENTER

## Action Adventures Out of School 19/20 Registration Form

I would like my child to participate in Out of School Programs at Berkshire South Regional Community Center!

Parent/Guardian Name: \_\_\_\_\_

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

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

\_\_\_ I have enclosed the **\$25 registration fee** with this form

*There is an annual \$25 registration fee required to process all child enrollments. This registration fee is per child and is good for all Out of School Programs (After School and/or Day Camp)*

### As the responsible party for payment, I understand:

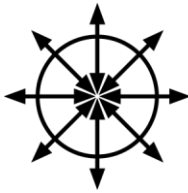
- I understand that there is a **\$5 Late Fee** for submitting and/or paying for a calendar after the 25th of each month
- I understand that there is a **\$5 Invoice Fee** for any payment plan or bill issued by the Berkshire South Business Office
- I understand that in the event that additional days are needed to be added to my child's calendar, payment is due at the time of signup.
- I understand that there is **no reimbursement** for late arrivals, early departures and/or sick or cancelled days. Any changes to my child's OOS schedule must be submitted in writing prior to the 25th of the previous month.
- I understand that any refund requests are at the complete discretion of the Out of School Director.
- I understand that BSRCC is unable to provide care to families with a past due balance of more than 30 days.
- I understand that there is a **2% monthly late fee** for any/all unpaid balances.
- I agree to abide by all policies and procedures as stated in the Parent Policies and Procedures Handbook and any/all payment plans entered into.
- I understand that any child who remains in OOS after closing (6:00 p.m.) will be charged a penalty of \$5.00 per minute for the first 5 minutes and \$1.00 per minute thereafter. Additional invoicing fees may also apply.
- I understand that suspension from the program will be considered for chronically late pickups. Suspensions are at the complete discretion of the OOS Director.

Signature of person responsible for payment \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



**Out of School Families: Please take this page with you**



**BERKSHIRE SOUTH**  
**REGIONAL COMMUNITY CENTER**

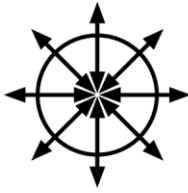
**Out of School and Sunshine Closure Dates and Information**

Out of School will NOT be in session on the following dates:

Monday Sept. 2- Labor Day  
Monday Sept. 16- Professional Development  
Thursday, Oct. 31- Cleaning Day  
Thursday, Nov. 28- Thanksgiving  
Tuesday, Dec. 24- Christmas Eve  
Wednesday, Dec. 25- Christmas  
Tuesday, Dec. 31- New Year's Eve  
Monday, May 25- Memorial Day  
Monday, June 15- Professional Development  
Thursday, July 4- Independence Day  
TBD- Professional Development\*  
TBD- Professional Development\*

\*The Department of Early Education and Care require our staff to participate in professional development throughout the year. They have not announced their professional development schedule yet but when they do, **we will need to close two more times during the school year.** We will announce those dates as soon as possible.

**Please turn this page over to learn how to  
complete your registration!**



# BERKSHIRE SOUTH

## REGIONAL COMMUNITY CENTER

### What happens next?

Once our program manager receives and enters this registration form, you will receive an email from our online childcare management software company, Kindertales. Please follow the instructions Kindertales provides in the email in order to complete your registration packet.

Our program manager must have time to review your child's information before your child attends the after school program. Please complete all required forms!

The following must be completed through the Kindertales website:

- Enrollment Form
- Medical Form
- Out of School 2019/2020 Registration Form
- OOS Snowy Day Form (Only required for those who will need care on snow days)

Please submit:

- A copy of your child's immunization records by scanning & emailing or by turning in a hard copy.
- Payment is due upon receipt of each month's calendar. Payment arrangements can be made with Rebecca Wolin, [rwolin@berkshiresouth.org](mailto:rwolin@berkshiresouth.org) or 413-528-2810 x13

While we prefer that you use our online software, we understand that some families have limited access. Should you need assistance, we can provide hard copies of our registration packet or a computer for you to complete your forms online.

If you have any questions regarding your child's camp experience or the registration process, our program manager, Sarah Lampro, holds office hours Monday-Friday from 9am-3pm – feel free to call 413-528-2810 x34 or email [slampro@berkshiresouth.org](mailto:slampro@berkshiresouth.org)