

CAMP KINDER WORKS



"I was so impressed with your program and the exceptional staff. My kids were enthusiastic about every single activity and presentation. They made friends and had a blast! Thanks for a wonderful camp experience".
~ Camp Kinder Works Parent

For 3-12 year olds, Co-Ed

Location: *Kinder Works*
1090 Pebble Hill Road, Doylestown, PA 18901

More Info: 215-348-8082
www.Kinderworks.net

Dates: June 18 – August 24, 2018
10 weekly sessions; you can buy by the week.

- Activities:**
- * **Swimming**, recreational and instructional, is offered twice daily in our own pool! Swim lessons for all campers are included every morning and afternoon.
 - * **The Art Studio** offers lots of fun using various media, based on *weekly themes!*
 - * **Sports & Outdoor Games** includes soccer and other outdoor sports and games on our own playing field and shady playground.
 - * **Our Game Room** is fully equipped with computers and video games (including Nintendo Wii and Xbox 360), as well as the classic board & card games! Our air-conditioned Game Room also features the "Special of the Day," which offers a new activity every day!

Staffing: All of our Staff are Certified Teachers!

Philosophy: Remember your childhood summers at camp? Summer memories last a lifetime. At Kinder Works, your child is challenged creatively and physically, and still has the freedom to go at his or her own pace. We're big on fun but small enough to get to know each other well. We make great memories!

Schedules: 5, 3, and 2 **Full** or **Half** days offered weekly

Full day 9:00 AM – 4:00 PM
(includes all extended hours! 7:30 AM – 6:00 PM)

Half day 9:00 AM – Noon or 1:00 PM – 4:00 PM
(includes AM or PM extended hours! 7:30 AM – 9:00 AM and/or 4:00 PM – 6:00 PM)

2018 CAMP KINDER WORKS Tuition Schedule

FULL DAY PROGRAM: 9AM – 4PM

INCLUDES ALL EXTENDED HOURS! 7:30AM – 6PM

| | |
|-------------------------|------------|
| Monday through Friday | \$278/week |
| Monday/Wednesday/Friday | \$198/week |
| Tuesday/Thursday | \$144/week |

HALF DAY PROGRAM: 9AM – Noon or 1PM – 4PM

INCLUDES AM or PM EXTENDED HOURS! 7:30AM – 9AM/4PM – 6PM

| | |
|-------------------------|------------|
| Monday through Friday | \$178/week |
| Monday/Wednesday/Friday | \$125/week |
| Tuesday/Thursday | \$89/week |

*We are closed on Wednesday, July 4th, and tuition for M-F and M/W/F schedules will be prorated for this week.

Our Sister Camps: Please visit our DIG/ARTS SUMMER CAMPS in Montgomeryville and Limerick. ('Dig' is for digital!) You can register for all of our camps with one \$35 registration fee!

HOW THE KINDER WORKS CAMP WORKS

Our camp is designed for children 3 – 12 years old. Each child is placed in a group of children with a similar age range so that activities may be offered to meet their stage of development and interests.

Each group is under the care of an experienced, **Camp Counselor** (who is a **PA Certified Teacher**). The Counselor and campers enjoy the schedule of events together. This way each camper has the chance to enjoy friendships with the other children, and the Counselor gets to know his or her camp group well.

As the campers move from one activity to another, they interact with the **Activity Specialists** (who are also **all PA Certified Teachers**) as well as their own Counselor. So wherever the group goes, there are always at least two adults with them: the Counselor and the Specialist(s), both of whom are PA Certified & experienced teachers!

CAMP KINDER WORKS ACTIVITIES

Your camper can participate in all of these activities every morning and/or every afternoon. Morning presentations and materials are different from those offered in the afternoons, so full-day campers can choose from a wide variety of offerings:

SWIMMING – Our Swim Program teaches swimming as a safe, recreational sport for all ages. Swimming instruction is offered every day, mornings and afternoons, in our own pool, to all campers. **Our swim staff are all fully Certified Lifeguards and experienced Swim Instructors (and PA Certified Teachers!).** (*Please note: swimmers must be toilet trained.*)

SPORTS & OUTDOOR GAMES - Our Sports & Outdoor Game Specialist offers all sorts of fun activities, including soccer, whiffle ball, kickball, ground hockey, and yard games... in our shady playground and playing field. Kids will “have a ball” developing their skills and techniques while learning about teamwork in a non-competitive environment! Sports, Outdoor Games, and playtime in our park-like setting are enjoyed every morning and afternoon, daily, by all campers.

THE ART STUDIO – Campers have the opportunity to choose among various projects offered by our Art Studio Specialist. Campers enjoy this activity area (indoors, & air conditioned), every morning and afternoon. This area has **weekly themes...** details ahead!

THE GAME ROOM – Campers can play, relax, and socialize in this activity area (indoors, & air conditioned), which is fully equipped with computer, electronic, as well as the classic board games... We have it all! This area features our **Special of the Day**, every day our Game Room Specialist has something new for our campers, such as a science experiment or cooking a yummy snack, or maybe even karaoke! The Specialist will follow up on the wishes and ideas of our campers in this special area.

THE SWIM PROGRAM AT CAMP KINDER WORKS

Please note: Children who are not toilet-trained are not permitted to swim in the pool.

Our Swim Instructors are specifically certified to teach swimming. The primary objective is to present pool time as a safe & fun recreational activity for all ages. Children are encouraged to participate, but swimming is optional. In the hot summertime, most kids love the water! Our pool is in-ground, located on site. In the pool, the swimming staff-child ratio ranges from 1:1 for the little ones and inexperienced swimmers, to 1:6 for more proficient older swimmers.

Children are taught to swim without devices to help them float. Most devices seem to help children float, however they don't support the head and neck, which is crucial in case of an accident. Children need to trust their own ability in the water. When they trust a device and become fearless, they tend to venture out on their own and rely on the device rather than their own skill. The method we use is the one endorsed by the Red Cross.

“Free-swim” or practice swim time, in addition to instructional time, will be given only to those children who have proven their swimming abilities (and floatation toys & devices can be used), and will be under the close supervision of our swim staff, maintaining our swim staff to child ratios.

Our 2018 Art Studio Themes:

Our Art Studio includes: mixed media techniques/texture, sculpture (including clay), printing, photography, collage, studying elements of art, painting with & without a brush (acrylics), pastels, architecture, Pop Art, watercolor techniques, fiber art, installations, & inspiration from the Masters...

Each week, we will have a theme as well as offering many visual artwork options!

WEEK 1: Festivals Around the World

Art inspired by Mardi Gras, Day of the Dead (as in the movie *Coco*), and Carnival!

WEEK 2: Emojis & Selfie Mania

Expressionism, symbolism, self-portraits & photography... design your own emotional symbols & print your selfie in Andy Warhol style.

WEEK 3: Beach Party and Pirates

Sand art, treasures & creatures of the sea, ocean-scapes & Gyotaku... parrots & pirate ships... Arghhhh!

WEEK 4: Unicorns, Monsters, and Dragons!

Be inspired by famous artists' depictions in animation, paintings & sculpture. Design your own fantastic creatures: mermaids, centaurs, fairies and beasts. Build their magical forests, fortresses and castles...

WEEK 5: Color Wars

Explore & create with tie dye, cool colors and hot colors; splatter paint like Pollock, design like Peter Max; invent your own colors & play with tints & shades...

WEEK 6: Candy, Cakes & Art Inspired by Edibles

Check these out: Jason Mecier's food mosaics... sculptures by Jim Victor in butter, chocolate, cheese & vegetables... Tamas Balla's funny animated food characters... and foodscapes by Carl Warner!

WEEK 7: Video Games, from *Mario* to *Minecraft*

Explore cubism & pixel cells; build your favorite character like *Stampy* or *Squiddy*; be inspired by landscapes from *Legend of Zelda*; have artful fun with Mario & Legos...

WEEK 8: Toy Story

Our imaginations soar when toys come to life. Invent & design your own toys; animate a toy with string, stop animation or puppetry; look at the artistry of old-school toys; paint or sculpt your favorites!

WEEK 9: Animal Planet

Wild and wooly, from the sea to the jungle, animals inspire art, fashion, costumes and all manner of design, sculptures and paintings...

WEEK 10: Cool Down ~ Lands of Snow & Ice

...and farewell to summer!

CAMP KINDER WORKS

PARENT HANDBOOK *DOYLESTOWN - SUMMER 2018*

Dear Parents,

Welcome to Camp Kinder Works! We are a full-service summer camp, with all amenities on site!

This Summer Camp Handbook was developed to answer some of your most frequently asked questions. We thank you for reading this handbook and helping us by following these Summer Camp policies and procedures.

To register, go to Kinderworks.net/Registration and follow the prompts.

*We have included a copy of the **W-10 FORM** in this handbook.*

Yours truly,

The Kinder Works Summer Camp Staff

CHILD HEALTH REPORTS:** *If you are registering for weeks that span more than a 30-day period, a "Child Health Report" is required. (For example, if you are registered for weeks 1 & 7, it is required. If you register for weeks 2 & 4, it is not.) You do not need a medical examination if your child is already under a Doctor's care, and has received a physical or wellness checkup within the year. Simply give them the form with a stamped, self-addressed envelope. **Blank forms are available in the Registration section of the Kinder Works website; hard copies available upon request.

CAMP KINDER WORKS DIRECTORS

Robin Jeffries is our **Camp Director**. Mrs. Jeffries has her bachelor's degree in Elementary and Early Childhood Education from Bloomsburg University. She taught for two years in New Jersey, and then taught Kindergarten for seven years in Pennsylvania before joining our staff in **2003**. Robin was a Kindergarten Teacher and a Language Arts Specialist at Kinder Works before stepping into the role of Director; she is a Pennsylvania Department of Education Certified Teacher.

Robin is happy to meet with you to answer your questions, show you around, and tend to all the details that make our camp the friendly, comfortable place it is. You can find her in the office or out on the grounds, call her at 215-348-8082, or email her at kinderworks@kinderworks.net.

April Bass is our **Executive Director**. April has over 30 years of experience in Education; she founded Kinder Works in **1985**. She has designed and developed 48 educational and camp programs, and is a consultant to both the public and private sectors. April's bachelor's and master's degrees are from Barnard College and Columbia University.

Chelsea Willmott is our **Fiscal and Administrative Coordinator**. Chelsea joined us in **2009**, working in our central office assisting our fiscal department. In 2015, she developed our digital applications, and she continues to handle our fiscal department receivables, and administrative issues for Kinder Works. Chelsea has her bachelor's degree in English from Arcadia University.

If you would like to contact Chelsea Willmott regarding a tuition question, or any of our Coordinators and Directors regarding any concern or question or comment you might have, please email kinderworks@kinderworks.net or call 215-345-0370. We are here to serve you.

2018 Doylestown CAMP PAYMENT SCHEDULE DUE DATES

Summer camp payments are due according to your confirmed "**Summer Camp Registration Form**," which is your camp enrollment application/agreement. **A non-refundable registration fee of \$35 (per child), and one week's tuition are due 1 week after your enrollment is confirmed.** You will receive an email when you are confirmed. Payments should be made out to *Kinder Works*, and include the child's full name on the 'memo' line of your check. Registration and payments may be mailed to **1090 Pebble Hill Rd, Doylestown, PA 18901**, or may be dropped off at the camp office. (We do not accept credit cards due to additional fees – sorry!)

Please note that our Summer Camp allows for very flexible scheduling, with no maximum or minimum number of weekly sessions. You can "buy by the week!" Because of this great flexibility, no other discounts apply. Tuition payment due dates for each week of camp are listed below.

| <u>WEEK</u> | <u>DUE DATE</u> | <u>WEEK</u> | <u>DUE DATE</u> |
|----------------------|-----------------|-----------------------|-----------------|
| 1 6/18 – 6/22 | June 4 | 6 7/23 – 7/27 | July 2 |
| 2 6/25 – 6/29 | June 4 | 7 7/30 – 8/3 | July 16 |
| 3 7/2 – 7/6 * | June 18 | 8 8/6 – 8/10 | July 16 |
| 4 7/9 – 7/13 | June 18 | 9 8/13 – 8/17 | July 30 |
| 5 7/16 – 7/20 | July 2 | 10 8/20 – 8/24 | July 30 |

**We are closed on Wednesday, July 4th, and tuition for M-F and M/W/F schedules will be prorated for this week.*

Non-payment after due date will result in cancellation of registration. Unfortunately, we cannot reserve a place for your child if you have an **unsettled account**. We will send you, via email, a late fee notification (a statement of your account), which serves as a warning of service termination. Payment must be made immediately after a late statement is received, or termination will ensue.

There will be a \$15 charge for a **bounced check** that clears when our bank redeposits. (Sorry! Banks charge us for your bounced checks too!) There will be a \$30 charge for a **bounced check that does not clear** when redeposited. In the latter case, we will email-notify you that we must receive payment plus the \$30.00 within 3

days or your child will be dis-enrolled and you will still be responsible for payment. If there is a second occurrence, you must make all remaining payments by cash, money order, or certified check.

If you would like a **receipt for your tuition payment(s)** for dependent care, taxes, or for any other purpose, please email kinderworks@kinderworks.net (be sure to include your child's name, and with which Kinder Works Summer Camp you are affiliated: *Montgomeryville, Doylestown, or Limerick*). We are happy to email payment receipts upon request.

Our Fiscal Coordinator can also fill out dependent care forms, and talk with your dependent care administrators directly, as needed, to meet their various requests for proof of tuition payments. If you request this, please supply the forms and/or contact information.

Parents/guardians of a **subsidized child** must complete all required **CCIS** and Kinder Works paperwork, sign the CCIS attendance sheet on time, pay their weekly **CO-PAY** on time (which is determined by CCIS, and by Kinder Works), and abide by the CCIS agreement as well as Kinder Works policies to continue enrollment at Kinder Works Summer Camp. We are mandated to report to CCIS when a child attends and is absent and when a client does not pay the co-pay. CCIS will communicate with each client about how many days of absenteeism are allowable and they will terminate any client who does not pay their co-pay.

REFUND POLICY: We do not charge for services past your documented last day of enrollment in summer camp. This means that if you require **early withdrawal** for any reason, before the end of your registered camp dates, we will refund you for any pre-paid unused days of service past the documented last day. (Please note that schedule changes such as early withdrawals are subject to **a processing charge.**)

When your child misses camp due to reasons such as illness or family vacation, we regret that we cannot accommodate switching days to make up lost time or refund money for missed days. Tuition is charged for your registered schedule, whether your child is present or not. We regret that we cannot make refunds based on absenteeism. Thank you for your cooperation.

YOUR CHILD'S SCHEDULE

Your camper is enrolled for specific days and times and we rely on you to keep that schedule. The only exception to this is when all children are invited to a special event outside of their registered schedule (such as a special show; you will be given invitations to such events in advance).

Please consider your schedule choices carefully. If you would like to request a **schedule change** (including adding additional weeks of camp or canceling previously scheduled weeks), a **"Request for Change of Schedule"** form must be obtained from the Director and completed. All changes ***involving a drop or a reduction of hours*** carry a **\$50.00 processing charge.**

If you wish to have your child stay for **additional camp hours for which you are not registered**, or to **stay for the lunch hour** (and s/he is enrolled for only the morning or afternoon session), the charge will be **\$15.00 per hour**. You must ask your Camp Director about this in advance, and she will give you the **"Request for Extra Hours"** form if your request can be accommodated. Please understand that we have limited availability for this.

TO AVOID BEING BILLED FOR EXTRA HOURS, please be sure to drop off and pick your child up at your scheduled time. The morning program ends at 12:00 Noon, and the afternoon program begins at 1:00 PM.

"Notification of Late Pick-Up": We offer **hours of care** to 6:00 PM. Please be advised that we charge a **\$15.00 late fee** for every 5 minutes past 6:00 PM. Lateness causes problems with staffing and insurance, and continual late pick-up is therefore grounds for termination of service. (If campers who are scheduled to be picked up at 12:00 Noon are picked up late, they will be charged for the lunch hour.)

DROPPING OFF/ PICKING UP YOUR CAMPER

At Kinder Works, safety is a priority. Our school is equipped with a security system that includes a keypad-entry. You will receive your **confidential access code** with your "Camp Welcome Packet" after your registration is confirmed; please share your confidential code only with those adults you authorize to pick up your child. When you enter the building, if you hold the door open for someone else to enter, please be sure that you know that person is involved with Kinder Works.

At the beginning of each week you will find information explaining where your camper's "first period" activity area is, **the schedule of events for the day**, and where he or she can be picked up on the easel in front of the building. This is also posted at all entrances.

DROPPING OFF: When dropping off your child, please escort him/her into the camp. Please bring your child **into** his/her scheduled activity area or classroom (refer to posted schedule), so that the Camp Staff knows that your child has arrived. Your child will be supervised at all times. Please note that Camp Kinder Works opens at 7:30AM and closes at 6:00PM; children cannot be dropped off before opening. Children in the afternoon program **should be dropped off to their Counselor** at 1:00 PM. Please try to arrive as close to the start of the afternoon as possible.

PICKING UP: Parents (and/or guardians) must **pick up children** from inside the building or playground. (Refer to the schedule of events posted to locate your child at any time.) **You must sign your child out on the camp clipboard** (your child's Counselor or Specialist has it). Make sure you watch your children after you have picked them up and signed them out; please don't let them wander through the building or out in the parking lot! Thank you! Once a parent "signs out" his or her child, the parent is then solely responsible for supervising the child while on agency premises. Please handle all business issues prior to signing out your children. (For Late Pick-ups, please see the section titled "*Your Child's Schedule.*")

RELEASE OF CHILDREN: We will **release your child** to the parent(s) and/or guardian(s) who sign the "Summer Camp Registration Form" and to those adults for whom you have given written authorization on the "**Kinder Works Camp Emergency Contact/Policies Signature Form.**" If someone else is to pick up the child, we will not release the child unless you have filled out "**Release of Child Upon Parent's Oral Designation Form**" (please ask the Director for this form), and **proper ID** is presented. This form should be completed in person, not over the phone. Only in an emergency, this form may be completed upon the oral designation of the parent, if the identity of the parent can be verified by a staff person. All changes and/or additions to the Emergency Contact form and Registration form must be made in writing and be dated and signed. Only custodial parents (and/or guardians) have the right to make changes or additions to this form. All adults acting "in loco parentis" (in place of a parent) must abide by this Parent's Handbook.

In cases where an **enrolled child is the subject of a court order** (ex: Custody Order, Restraining Order, or Protection from Abuse Order), Kinder Works must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Kinder Works administration, both parents shall be afforded equal access to their child as stipulated by law. Kinder Works cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Kinder Works is obligated to follow the order for the entire period it is in effect. Employees of Kinder Works cannot, at the request of anyone except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Kinder Works will report any violations of these orders to the court.

ADDITIONAL NOTES about dropping off and picking up at Camp Kinder Works: Please be aware of where you park when dropping off or picking up your child. **Please pull forward, and double-park.** Be considerate of others, and please be patient. Thank you!

Also, **please watch your speed** on Pebble Hill Road. This is a "back road," and parts are very narrow and bumpy, and sometimes livestock crosses the road. Please regard the speed limit (25 mph) and drive conservatively.

THE FIRST DAY OF CAMP & MORE...

Your child should **wear sneakers to camp** (no cleats please). He/she will need a **labeled backpack packed with his/her bathing suit(s), towel(s), and a plastic bag for wet clothing**. If your child is a full day camper, please send in 2 bathing suits and 2 towels. **PLEASE LABEL EVERYTHING**.

On your child's first day of camp, please look for his/her **cubby** in his/her "homeroom" (refer to your "Camp Welcome Packet" and/or follow the signs posted). This is where you can keep personal belongings, including a change of clothes. **PLEASE LABEL** all of your camper's belongings, including extra clothes, bags, towels, lunch boxes, thermoses and water bottles, etc. Your child's camp group will have a "swim bin" labeled with their group name for swim bags. If your camper stays for lunch, lunch bins labeled for your child's camp group can also be found in their "homeroom."

At the end of the day, please check your camper's cubby and the appropriate Camp Group display tables for his or her special creations and belongings. Please bring home wet towels and bathing suits daily. Also look in his or her "homeroom" for photos and displays of some of the fun and exciting activities your camper enjoys each day!

PLEASE SEND IN extra clothes, including socks, pants, underpants, and a shirt for your child. (Not just for potty accidents, but in case we get wet, or messy, etc.) We recommend that you put them in a plastic bag labeled with his or her name.

For our youngest campers who are **starting summer camp but not quite potty-trained**, we want to promote comfort and success. If you'd like your child to wear pull-ups at Kinder Works Summer Camp, please send a supply, which we will store in his or her cubby. Please write your child's initials on each pull-up; a note will be given to you when you need to replenish your supply. (Note that Kinder Works provides Pampers Sensitive Baby Wipes.) Also, **please complete "The Potty Paper"** (available from your Director or Counselor). ***Please note: Children who are not toilet-trained are not permitted to swim in the pool, but will be invited to enjoy "poolside" activities to stay cool.***

FOR THE VERY YOUNG, a special toy or "lovey" can be a great comfort, and an important stepping-stone to independence. It is fine to bring a special item to camp. We will protect it, and make sure that other children respect its importance, and store it in the child's cubby when it is no longer needed. (**Please label** all items that your child brings.)

FOR OLDER CHILDREN, toys, gadgets, devices and games brought from home are welcome, and can add to the fun when shared. Campers can enjoy using these items in the Game Room, during program time. (Again, **please label** everything your camper brings to camp!) Please note that **we cannot be held responsible** for the safety of toys, gadgets, and devices that are brought to Kinder Works by you and/or your child. *Please also note that we will not allow children to have access to the internet unless it is specifically supervised by staff.*

DIGITAL TECHNOLOGY: We reserve the right to supervise the use of any and all digital devices brought in to Kinder Works. We prohibit taking pictures or video on Kinder Works property without the express consent of the Executive Board. We also prohibit the use of Wifi, unless it is specifically supervised by staff, thus preventing the children from making unauthorized purchases or accessing unauthorized websites. Again, **Kinder Works is not responsible for the safety of digital technology brought in from home.**

LOST AND FOUND is located in the Director's office. Please check it out for lost items!

SUNSCREEN: In order to keep our campers sun-safe, please send them to camp wearing sunscreen. We will reapply sunscreen to full day campers using **Water Babies Pure & Simple SPF 50 by Coppertone**; we request that you **send a bottle of this type of sunscreen to camp** with your child. If your child CANNOT use this particular brand of sunscreen (due to medical reasons or otherwise), please notify the Director in writing and supply alternative sunscreen. (You can use the "**Medication Dispensing Form**," which can be obtained from your Director.)

SNACKS & LUNCHES

SNACKS: Snacks are provided each morning and afternoon by Kinder Works. However, if you would like to supply a snack for your child's camp group for a birthday, holiday, or at any other time, please let your child's Counselor know, and s/he'll add your name to the group **snack sign-up calendar**. Please bring enough to serve 25 (it always helps to have extra), and give snacks to your child's Camp Counselor or Specialist. Thanks! Please see below for information regarding peanut and tree nut allergies; **parents of children with severe allergies should provide a supply of safe snacks for their children.**

If your child is having a **BIRTHDAY** during summer camp, you are welcome to provide cupcakes, cookies, or birthday cake for his/her camp group (no candles, please!). Please try to make it as nutritious as possible, and include a list of ingredients.

WATER: We always have water available for thirsty campers. **We serve water at snack time**, not milk or juice. We teach healthy hydration with water because recent research shows that many children go all day with too little water and too much juice and soda! Water is essential for good health; it's as important as any vitamin or mineral. Drinking enough water every day is necessary to help keep your child's body working at its best.

LUNCH: Lunch should be packed in an **insulated lunchbox with a cold pack** to keep it fresh. Another alternative is to freeze juice boxes; they thaw by lunchtime and keep everything else cool. Refrigeration is available; please let us know if you need it by labeling the outside of the lunchbox. Please pack food that doesn't require heating. We recommend using a "thermos" (either stainless steel or plastic) to keep lunch foods warm or cold; this allows your child to be able to start eating his or her lunch immediately, without waiting for any further warming or prepping time. Please note that lunchboxes will be sent home empty of perishable foods; food not eaten and perishables must be discarded for health and safety reasons.

If you pack food that needs to be eaten with a spoon or fork, please include the utensil in the lunchbox. For younger children, please send "finger foods" so the children can practice eating independently. We encourage children to eat healthy foods first, for instance their sandwiches first and dessert last, and we prevent trading foods. We encourage good table manners and self-help skills; we will serve all food in a way that reinforces manners and independence.

WE PROMOTE A PEANUT- AND TREE NUT- FREE CAMP. Some of our children have severe peanut and/or tree nut allergies; some of these children can have severe reactions, including life-threatening reactions, to peanut and/or tree nut oils, residue, and airborne particles. We rely on all of you to help keep our children safe. Please pack peanut- and tree nut-free lunches and snacks. **Please check ingredient labels** for peanut and nut fragments and/or traces. People who are allergic to peanuts and nuts also have to avoid foods with these statements on the label, due to the possibility of cross-contamination. Please send your child's lunches and snacks with original wrappers. We surely want to keep all of our children safe, and we thank you for your cooperation in helping us minimize the risk for allergic children!

We promote a peanut- and tree nut-*aware* environment. All of our children are educated about not sharing food, and washing their hands frequently. Kinder Works as a whole supports children who do have allergies, as well as their families. All staff with a 'need to know' are apprised of "**Action Plans**" for severely allergic children (more information to follow).

If your child has peanut or nut products in his or her lunch, we will safeguard others by having him or her eat in another room or at another table where there are no allergic children, washing hands and face after the meal, and washing the table used with soap. (Soap washes peanut and nut oils away, whereas hand sanitizers & anti-bacterial products do not). We will also send a note home to let you know, so you can avoid sending this food into Kinder Works. Children with severe allergies will eat at special 'peanut-free' or 'nut-free' tables as deemed necessary. These tables will be wiped down before and after meals with soap, as a precaution.

ANY FOOD ALLERGIES YOUR CHILD HAS SHOULD BE DOCUMENTED ON YOUR CAMP EMERGENCY CONTACT/POLICIES SIGNATURE FORM. For those parents of children with severe allergies, please understand that although our policy is that "Kinder Works is a Peanut- and Tree Nut-Free Camp", we cannot *guarantee* a peanut- and tree nut- free camp, but we make every effort to ensure your child's safety. (Please also see the section on "*Camper Medication - Allergies/Special Needs - Illness*" in this Handbook.)

CAMPER MEDICATION - ALLERGIES/SPECIAL NEEDS - ILLNESS

MEDICATION: Campers who are to receive **PRESCRIPTION MEDICATION** or **SPECIAL MEDICAL PROCEDURES** administered by our staff must first have written parental permission and doctor's instructions on file in the Office (instructions for administration on the prescription label are acceptable as doctor's instructions). Please complete the "**Medication Dispensing Form**" (request this form from the Director). Over-the-counter medication (including cough drops, anti-itch cream, etc.) also requires parental consent for administration. (Again, please complete the "Medication Dispensing Form.") All medication must be in the **original container and labeled with your child's name**. *PARENTS ARE RESPONSIBLE FOR PROVIDING KINDER WORKS WITH MEDICINES (INCLUDING EPI-PENS) THAT ARE WITHIN THEIR EFFECTIVE DATES; EXPIRED MEDICINES MUST BE REPLACED BEFORE THEIR EXPIRATION DATES.*

NEVER put medication in your child's cubby, knapsack, or lunchbox! Medications/drugs must be handed to the teachers or brought directly into the Office by the adult bringing the child to Kinder Works Summer Camp; it will be safely stored in the Office/Kitchen.

In cases where the "Medication Dispensing Form" is not available and administration of the medicine is necessary, the Director may obtain verbal orders from the parent and/or attending physician by phone. Such verbal orders must be documented on the "Medication Dispensing Form" by the Director. In order for the medication to be administered again the following day, a signed "Medication Dispensing Form" must be made available by the parent.

ANY FOOD ALLERGIES/SPECIAL NEEDS (Medical, Dietary, or Other) THAT YOUR CHILD HAS SHOULD BE DOCUMENTED ON YOUR CAMP EMERGENCY CONTACT FORM, and you must verbally notify the Director upon enrollment.

FOR SEVERE ALLERGIES, in addition to the aforementioned "Medication Dispensing Form," parents must complete the "**Authorization & Action Plan for Children with Severe Allergies**," or its equivalent, signed by the physician and the "**Release**" form. These forms are available from your Director.

FAMILY'S RESPONSIBILITY in cases of severe allergy:

1. Notify Kinder Works in writing on the "Camp Emergency Contact Form," and the Director in person.
2. Provide written medical documentation, instructions and medications as directed by your physician. Use the "Authorization & Action Plan" form, or its equivalent, signed by your physician, AND complete and sign the "Release" form. (And, as stated above, provide and maintain the corresponding medications within their effective dates.)
3. Educate your child in self-management (as age-appropriate) by teaching him or her what foods are safe or unsafe and strategies to use in avoiding unsafe exposure.
4. Provide updated emergency contact information on the "Camp Emergency Contact Form."
5. Supply 'safe snacks' to have on hand at camp (in the case of severe food allergies).

FOR SPECIAL MEDICATION ADMINISTRATION OR MEDICAL PROCEDURES OR SPECIAL NEEDS REQUIRING SPECIFIC MEDICAL SERVICES, in addition to the aforementioned prescription form, parents must complete an "**Authorization & Action Plan**" and "**Release**" form CREATED SPECIFICALLY FOR YOUR CHILD'S NEEDS. Your Director can give this to you.

Any **SPECIAL NEEDS** your child might have (ex: diet, allergies, asthma, delays, services, etc.) should be documented on your "**Camp Emergency Contact Form**." If your child receives services (from the Intermediate Unit, Early Intervention, or Private Therapy, etc.) for any special need, developmental delay, or otherwise, it is advantageous to provide Kinder Works with a copy of the Individualized Service Plan (or similar plan) so that our staff may help serve your child and increase his/her success. Any information provided will be handled with discretion, maintaining confidentiality, and shared only with those with a "need to know." Please hand any such information directly to the Director and she will handle the information so as to respect all rights to privacy. (You will be asked to complete and sign an "**Authorization to Release Student Records**" before any records, observations, or information can be shared, transferred, released, or discussed.)

ILLNESS: Kinder Works follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. (Information is available on their website).

Please **DO NOT SEND A SICK CHILD** to Camp Kinder Works! We clean everything regularly, and wash hands regularly, but if your child comes in sick, please consider the other children! Children will be excluded from the program if they exhibit symptoms of any communicable disease.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick up his or her child within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's "Camp Emergency Contact Form." The Director will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the Director will begin to call the people listed on the "Camp Emergency Contact Form" until arrangements can be made for the child to be picked up.

Children will not be permitted to return to camp until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Kinder Works reserves the right to refuse to allow a child to return if the Director or her designee believes the child to be too ill to participate in camp.

If your child will be **absent due to a communicable illness, we request that you notify the Director.** This enables our Staff to keep track of any illness that might occur at our camp, so that the parents of the children at camp may be notified that a communicable disease is present. This information will only be shared with Staff on a "need to know" basis. Only communicable disease information will be shared. Kinder Works will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not share) the reason for your child's absence from camp. Certain communicable illnesses, which we must post when they appear in our camp or school population, shall be posted and a flyer shall be placed in your child's cubby.

Please be alert to any of the following symptoms that may prevent your child from attending camp. Kinder Works recommends that you consult your Doctor and remain at home for any of these symptoms.

FEVER: Children excluded from the program due to fever may not return to the program until they are fever free, without any fever reducing medication, for 24 hours. If your child is sent home due to a fever, s/he is not permitted to return to the program the following day at a minimum. **A fever is defined** as a temperature reading on a thermometer of at least 101 degrees or more as taken under the arm.

DIARRHEA: Diarrhea can spread very quickly. Therefore, parents will be called immediately with a "liquid" bowel movement, and after the third incident the parent will be required to pick up the child. Children are **required to be excluded from the program for loose bowels or diarrhea** that occur 3 or more times in a 24 hour period of time. Children may return to the program when normal bowel movements resume; it is necessary for the child to be without any reoccurrence for 24 hours before returning to the Center.

SEVERE COUGHING: Severe coughing is present if a child gets red or blue in the face, makes a high-pitched croup or whooping sound, or has a constant cough.

DIFFICULT/RAPID BREATHING (This is especially important with a child under 1 year.)

PINK EYE: Parents will be called when tears, redness of the eye lining, irritation followed by swelling and/or discharge of pus is observed. After pink eye is diagnosed by a Doctor, the child can return to Kinder Works if the discharge is cleared and medication is being administered. A child must be **on medication for 24 hours** before he or she is no longer contagious.

VOMITING: Parents will be called immediately if their child vomits, and required to pick up their child if any other symptoms occur with vomiting or if a second incident is reported. It is necessary for the child to be **without any occurrences for 24 hours** before returning to the center.

BRONCHIAL SYMPTOMS: Sore throats, ear infections, or any illness requiring antibiotic medications require a **24-hour period at home** before returning to the Center.

At the discretion of the Director, a conference or Doctor's statement of good health may be requested upon your child's returning to the Center. For further information on suggested health care for your child, please see the American Academy of Pediatrics' **Recommendations for Preventive Pediatric Health Care** on their website.

NO NIT POLICY: A child who has **head lice or nits** will be excluded from the program. Parents must pick up a child

with head lice or nits within 45 minutes of notification by phone. The child can return only after s/he has been inspected by the Director or her designee, and has been found free of head lice and nits. Please understand that head lice pose a public health problem. Follow your doctor's instructions or take action recommended by www.headlice.org if you have an infestation. Our standard is the "**NO NIT POLICY**" at Kinder Works.

To guard against stings, don't attract bees with fragrant perfumes and shampoos. Staff will show your children how to move away slowly and quietly if a stinging insect buzzes nearby.

Ticks actually pose a greater threat than bees, since they may carry Lyme Disease or Rocky Mountain Spotted Fever. Counselors and Specialists check the children for ticks after playing outdoors; ticks may be no bigger than a grain of sand. If a tick is found, we may use tweezers to gently pull ticks straight out; this will be done by the Director only. You will be notified in writing if this occurs. Call your pediatrician if your child develops rash or flu-like symptoms after a tick bite.

CAMP COMMUNICATION

CONTINUAL COMMUNICATION between parents and Camp Staff is ensured through a variety of modes listed below; **the Director** is also available to meet with you to answer your questions, show you around, and tend to all the details that make our summer camp the friendly and comfortable place it is. Please feel free to stop by the desk, call, or email us anytime! Feel free to **leave notes** with your child's Counselor or Specialist, or drop into the office to speak with the Director with your questions and concerns. Please don't take the Staff's attention from the children for long chats. Thank you.)

Please **check your camper's cubby and belongings every day**. Be sure to take home notes or notices from the Office, lunch boxes, projects, wet towels and swim suits, and any soiled clothes. Please empty your camper's cubby at the end of a session if you are not returning for the next consecutive week.

KINDER WORKS PARENT COMMUNICATION FORMS are used to communicate with parents as needed. These forms are used to describe minor incidents/accidents that require minor first aid (ex: a scraped knee that is washed and a band-aid applied), or behavioral concerns that must be addressed by staff and/or the Director. These forms are also used as "Happy Notes" to share kindness, helpfulness, and "EQ Moments" with families!

If your child demonstrates behavior that is harmful to himself or herself or others, you will receive a "**Parent Communication Form**" which details the behavior, the teachers' and Director's interventions, and the plans to modify behaviors and/or prevent the behavior(s) from recurring. We will consistently use various intervention techniques to help your child use pro-social behavior. If your child presents a pattern of such problematic behaviors, we will document this and call you to enlist your help at home. If the behavior persists despite all efforts, we will call you and document warnings of impending dis-enrollment. We have a **Zero Tolerance** policy for violence and threats of violence. (Please also see our "*Continued Enrollment Policy*" section regarding Zero Tolerance.)

Your Child's Records: While your child is enrolled at Kinder Works Summer Camp, accurate and up-to-date records must be collected and maintained. Your completed "**Registration Form**," "**Camp Emergency Contact/Policies Signature Form**," and "**Civil Rights Compliance Parent Awareness Form**" are all due upon enrollment, as well as the "***Child Health Report**" (*if required). If you move, change jobs, change doctors, or change insurance companies, please notify us as soon as possible. Also inform us immediately of new emergency contact numbers and/or addresses.

Kinder Works Summer Camp maintains an "**open door**" policy; parents and grandparents are always welcome to drop by and visit. Please check in the office when you arrive. If we don't recognize you, please excuse us for stopping you, and checking your ID!

CALL/EMAIL: Our phone number is **215-348-8082**, or you can reach us anytime via **email at kinderworks@kinderworks.net**. If you want to reach our Fiscal Coordinator or Executive Director, please call 215-345-0370 or email kinderworks@kinderworks.net.

Privacy and Social Media: Please note that **employees** of Kinder Works are strictly prohibited from including any information and/or photographs related to Kinder Works, its employees and/or the children/families served by Kinder Works on any website, blog, or internet-based app including but not limited to Facebook, Twitter, Instagram, etc. Any

violation of this policy will result in disciplinary action up to and including termination. Further, Kinder Works will pursue all legal remedies available for actions in violation of this policy.

In the age of camera phones and digital technology, Facebook and other forms of social media, it is important to remember that texting/posting pictures, blogging, and writing "wall posts," etc. of or about activities at Kinder Works easily breeches the rights to privacy and confidentiality of employees, children and parents, as such postings can quickly spread through the internet. To protect our children, families, and teachers, Kinder Works advises that parents do not post any pictures or comments of or about Kinder Works, its students, teachers, or property, as this could infringe on privacy rights, reputation, and confidentiality.

CONFIDENTIALITY of the child's records is strictly enforced. Parents have full access to their child's records with the exception of material protected under the provisions of confidentiality statutes. Access is given to the Administrator/Director, and to the Department of Education, and the Pennsylvania Department of Human Services, or DHS (formerly DPW). All other persons requiring access (except the parents) shall obtain written permission from the child's parents.

EMERGENCY PROCEDURES

Kinder Works wishes to assure you of our concern for the safety and welfare of our children. Our **Emergency Operations Plan** (which is posted in every classroom) provides for response to all types of emergencies. We will make every effort to contact you via text. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- **Immediate evacuation** – Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. (Our evacuation location is on the grass beyond the pool fence or on the playground along the front fence.)
- **In-place sheltering** – Sudden occurrences, related to weather, hazardous materials, or terrorist threat, may dictate that taking cover inside the building is the best immediate response. We are prepared to take the necessary precautions for in-place sheltering and have supplies on hand at all times for this action.
- **Evacuation** – Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken on foot to our relocation facility and notice of relocation will be posted on the front door. (OPTION 1: across the street at 1093 Pebble Hill Road; OPTION 2: 1262 Pebble Hill Road, down the hill and over the bridge to the right.)
- **Modified Operation** – This may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of severe weather or building problems that make it unsafe for campers (such as utility disruptions), but may be necessary in a variety of situations. We will email and/or call you or your Emergency Contact persons to alert you so you can pick up your child.

If your child is attending Kinder Works at the time when one of the above actions is taken, every attempt will be made to contact you. We will also notify you when we have resolved the situation and it is safe to pick up your child.

E-Mail is our fastest and most efficient mode of communication, and also environmentally friendly, so we use it whenever possible. Please ensure that we have at least one email address for any emergency messages.

In the event of a local or regional emergency, which is beyond our control and not isolated to the Kinder Works site and results in closing the center, we will not reimburse for loss of service.

The **Kinder Works Camp Emergency Contact/Policies Signature Form** designates persons who can pick up your child; this form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child in the event of an emergency.

We specifically urge you **not** to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact your Camp Director at 215-348-8082.

CONTINUED ENROLLMENT POLICY

*Our policy is zero tolerance for violent, abusive, and/or threatening behavior. **Our goal is for every camper to enjoy activities and friendships in a safe and healthy environment.***

Continued enrollment at Kinder Works is contingent upon the parent's (and/or guardian's), the emergency contact person's, and child's adherence to the policies and procedures of Camp Kinder Works as outlined in this Handbook.

ZERO TOLERANCE: Kinder Works has adopted a "Zero Tolerance" policy regarding violent behavior and threats of violence. This means that a child displaying violent or threatening violent behavior must be controlled because he or she is dangerous to himself and/or others. If the behavior or threats cannot be remediated and they are deemed to be dangerous to self and/or others, the parents will be asked to remove the child from Kinder Works. If the child's behavior continues to be a problem unresponsive to remediation, his or her enrollment will be terminated.

One of the goals of Kinder Works is to provide the most appropriate and safe environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Kinder Works, but is also the responsibility of each and **every parent or adult who enters the center.**

Parents/guardians are required to behave in a manner that fosters this ideal environment. **Inappropriate behaviors** include but are not limited to those listed below and may be grounds for termination in order to safeguard the children:

- Swearing and cursing
- Threatening of employees, children, other parents or adults associated with Kinder Works
- Physical/verbal punishment of your child or other children at Kinder Works
- Smoking on Kinder Works property
- Violent verbal or physical confrontational interactions with employees, other parents or associates of Kinder Works
- Violations of the confidentiality policy
- Violations of the privacy and social media policies
- Violations of the digital technology policies

Adults causing dismissal will not be permitted on Kinder Works property. Kinder Works will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Kinder Works cannot have a child at the agency when the child's parent is prohibited access. Kinder Works will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained. Kinder Works reserves the right to dismiss any parent/guardian or child at any time with or without cause.

Kinder Works recognizes the great responsibility of caring for your children. We endeavor to give you the most dependable and trustworthy professional services possible. In so doing, we have strict policies for our staff regarding observing and interacting with the children. If, for any reason, you think your child has been mistreated by another child or by a member of our staff, please call us.

Kinder Works
Central Office: 1090 Pebble Hill Road, Doylestown PA 18901
Executive Office: 5736 Stoney Hill Road, New Hope, PA 18938
215-345-0370
kinderworks.net

This form shall be posted in each Kinder Works Center.

SUBJECT: Nondiscrimination in Services

TO: All Parents

FROM: April Bass, Executive Director

Kinder Works in Doylestown: 1090 Pebble Hill Road, Doylestown PA 18901

Kinder Works in Montgomeryville: 595 Bethlehem Pike Bldg. 500, Montgomeryville PA 18936

Kinder Works in Limerick: 36 W. Ridge Pike, Limerick PA 19468

Admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available.

Any individual student/parent (and/or their guardian) who believes he or she has been discriminated against may file a complaint of discrimination with:

| | |
|--|---|
| <p>Kinder Works Please use address above</p> <p>Department of Human Services Bureau of Equal Opportunity Room 223, Health & Welfare Building 625 Forster Street Harrisburg PA 17120</p> <p>U.S. Dept. of Health and Human Services Office for Civil Rights 150 South Independence Mall West Suite 372, Public Ledger Bldg. Philadelphia, PA 19106-9111</p> | <p>PA Human Relations Commission Philadelphia Regional Office 110 N. 8th Street, Suite 501 Philadelphia, PA 19107</p> <p>Commonwealth of PA DHS Bureau of Equal Opportunity SE Regional Office 801 Market Street, Suite 5034 Philadelphia, PA 19107</p> |
|--|---|



April Bass, *Kinder Works Executive Director*

Dependent Care Provider's Identification and Certification

Do NOT file Form W-10 with your tax return. Instead, keep it for your records.

| Part I Dependent Care Provider's Identification (See instructions.) | | | | | | | |
|--|--|--|--|---|--|---|--|
| Please print or type | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Name of dependent care provider Kinder Works II, Inc.</td> <td style="width: 40%; padding: 2px;">Provider's taxpayer identification number 23-2649956</td> </tr> <tr> <td style="padding: 2px;">Address (number, street, and apt. no.) 1090 Pebble Hill Road</td> <td style="padding: 2px;">If the above number is a social security number, check here <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">City, state, and ZIP code Doylestown, PA 18901</td> <td></td> </tr> </table> | Name of dependent care provider Kinder Works II, Inc. | Provider's taxpayer identification number 23-2649956 | Address (number, street, and apt. no.) 1090 Pebble Hill Road | If the above number is a social security number, check here <input type="checkbox"/> | City, state, and ZIP code Doylestown, PA 18901 | |
| Name of dependent care provider Kinder Works II, Inc. | Provider's taxpayer identification number 23-2649956 | | | | | | |
| Address (number, street, and apt. no.) 1090 Pebble Hill Road | If the above number is a social security number, check here <input type="checkbox"/> | | | | | | |
| City, state, and ZIP code Doylestown, PA 18901 | | | | | | | |

Certification and Signature of Dependent Care Provider. Under penalties of perjury, I, as the dependent care provider, certify that my name, address, and taxpayer identification number shown above are correct.

| | | | |
|-------------------------|--|-------------|---------------|
| Please Sign Here | Dependent care provider's signature | Date | March 1, 2016 |
|-------------------------|--|-------------|---------------|

| Part II Name and Address of Person Requesting Part I Information (See instructions.) | |
|---|--|
| Name, street address, apt. no., city, state, and ZIP code of person requesting information | |

General Instructions

Section references are to the Internal Revenue Code.
Purpose of form. You must get the information shown in Part I from each person or organization that provides care for your child or other dependent if:

1. You plan to claim a credit for child and dependent care expenses on Form 1040 or 1040A, or
2. You receive benefits under your employer's dependent care plan.

If either 1 or 2 above applies, you must show the correct name, address, and taxpayer identification number (TIN) of each care provider on Form 2441, Child and Dependent Care Expenses.

You may use Form W-10 or any of the other sources listed under *Due diligence* below to get this information from each provider.

Penalty for failure to furnish TIN. TINs are needed to carry out the Internal Revenue laws of the United States. Section 6109(a) requires a provider of dependent care services to give to you a valid TIN, even if the provider is not required to file a return. The IRS uses the TIN to identify the provider and verify the accuracy of the provider's return as well as yours.

A care provider who does not give you his or her correct TIN is subject to a penalty of \$50 for each failure unless the failure is due to reasonable cause and not willful neglect. This penalty does not apply to an organization described in section 501(c)(3). See *Tax-exempt dependent care provider*, later.

If incorrect information is reported. You will not be allowed the tax credit or the exclusion for employer-provided dependent care benefits if:

- You report an incorrect name, address, or TIN of the provider on your Form 2441 and
- You cannot establish, to the IRS upon its request, that you used due diligence in trying to get the required information.

Due diligence. You can show due diligence by getting and keeping in your records any one of the following:

- A Form W-10 properly completed by the provider.
- A copy of the provider's social security card or driver's license that includes his or her social security number.
- A recently printed letterhead or printed invoice that shows the provider's name, address, and TIN.
- If the provider is your employer's dependent care plan, a copy of the statement provided by your employer under the plan.

- If the provider is your household employee and he or she gave you a properly completed Form W-4, Employee's Withholding Allowance Certificate, to have income tax withheld, a copy of that Form W-4.

If your care provider does not comply with your request for one of these items, you must still report certain information on your Form 2441. For details, see the Form 2441 instructions.

Specific Instructions

Part I

The individual or organization providing the care completes this part.

Enter the provider's name, address, and TIN. For individuals and sole proprietors, the TIN is a social security number (SSN). But if the provider is a nonresident or resident alien who does not have and is not eligible to get an SSN, the TIN is an IRS individual taxpayer identification number (ITIN). For other entities, it is the employer identification number. If the provider is exempt from federal income tax as an organization described in section 501(c)(3), see *Tax-exempt dependent care provider* below.

How to get a TIN. Providers who do not have a TIN should apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office. To apply for an ITIN, get Form W-7, Application for IRS Individual Taxpayer Identification Number, from the IRS. To apply for an EIN, get Form SS-4, Application for Employer Identification Number, from the IRS.

Note. An ITIN is for tax use only. It does not entitle the individual to social security benefits or change his or her employment or immigration status under U.S. law.

Tax-exempt dependent care provider. A provider who is a tax-exempt organization described in section 501(c)(3) and exempt under section 501(a) is not required to supply its TIN. Instead, the provider must complete the name and address lines and write "tax-exempt" in the space for the TIN. Generally, an exempt 501(c)(3) organization is one organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or for the prevention of cruelty to children or animals.

Part II

Complete this part only if you are leaving the form with the dependent care provider to return to you later.