

KINDER WORKS DIGITAL/ARTS SUMMER CAMP



*How about making 2 movies this summer?
You star in them... create sets & scenery... and produce them!*

And we have so much more:
Visual arts taught by artists, Game room & Outdoor fun, sports
All staffed by Certified Teachers!

For Ages 3-12 **Location:** *Kinder Works*
309 and Richardson Roads, Montgomeryville (2 lights north of 5 points)
www.kinderworks.net ~ 215-822-7510



MOVIES: Join us to **create and produce 2 movies** this summer! Campers collaborate to write the storyboard, make costumes, design scenery & sets, star in the show, assist with the production & finally **get the digital download of each movie!** (More on the next pages!)

ART STUDIO: Come experience the **visual arts!** Create your own masterpieces as we experience art through sculpting, printing, photography, painting, and so much more. We'll learn new techniques, try numerous tools, & use various media, inspired by world-renown artists as well as our own imaginations! (More on the next pages!)

GAME ROOM: **Play, relax, & socialize!** Enjoy our air-conditioned Game Room, fully equipped with computers & video games as well as the classic board & card games.

OUTSIDE: Experience outdoor sports activities & cool water games on our playground and the park next door!

2019 DIGITAL/ARTS SUMMER CAMP Tuition Schedules

FULL DAY PROGRAM: 9AM – 4PM	
<i>INCLUDES ALL EXTENDED HOURS! 7 AM – 6PM</i>	
Monday through Friday	\$278/week
Monday/Wednesday/Friday	\$202/week
Tuesday/Thursday	\$147/week

HALF DAY PROGRAM: 9AM – Noon or 1PM – 4PM	
<i>INCLUDES AM or PM EXTENDED HOURS! 7AM – 9AM or 4PM – 6PM</i>	
Monday through Friday	\$187/week
Monday/Wednesday/Friday	\$128/week
Tuesday/Thursday	\$92/week

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

Dates: June 17 – August 23, 2019
10 weekly sessions *(You can buy by the week!)*

Staffing: All staff are Certified Teachers!

Activities are led by caring professionals. Your camper can participate in all activity areas 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 projects and experiences.



Please note: We suggest registering for the 4-5 week clusters which focus on each movie production. Visual Arts themes change every week.

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 group well.

As the campers move from one activity to another with their Counselor, they interact with the Activity Specialists, who specialize in visual or dramatic arts or games/sports. Therefore, wherever the group goes, there are always at least two adults with them: the Counselor and the Specialist(s).

*****Please note:** Our movie productions are a collaborative art form; they come from the hearts and minds of the children involved, coached by caring professionals. As such, there are no bad ideas and there are no mistakes (only "bloopers!"). **Digital Downloads will be emailed to you in approximately 3-4 weeks following production taping.**





OUR MOVIE STORY-STARTERS

* Weeks 1-5 (5 weeks): Super-Hero Crime Solvers *

Multiple alternative universes, or the shared multiverse, makes for many, many superheroes! But SHAZAM! aren't we all superheroes in our own lives? And...if the superheroes are amazing, aren't they all Incredibles?

All of these superheroes can meet at the Superhero Summer Camp, where they discover several versions of Spider-Man, Bat-man, Super-Woman and Elsa, Spider-Woman and Super-Man, among others Oh, boy.

But there are regular kids there, too, who haven't been bitten by a spider or discovered their super-powers...yet. So, when a conflict arises, such as a stolen particle accelerator, which means no one can go back home, then everyone has to use whatever powers they have to solve the crime. Marvel-us!

* Weeks 6-9: (4 weeks) Beneath the Surface *

This story begins at the beach, along a deserted coastline, where a girl named Julie and a boy named Jake sit at the water's edge, arguing about appearances.

"You have to look *beneath the surface* of things, Jake! Things are not always what they seem..."

Just then, Julie notices something at the water's edge. She reaches down and picks it up, saying "Hey! Look at this pretty shell. Did you know that if you hold it to your ear, you can hear the ocean?" She holds it up to her ear.

That's when things change. Her face takes on an expression of surprise. Then she holds it out for Jake. "Jake, it's for you! It's a *shell-phone!*"

"What?" Jake is startled. He takes the shell and puts it to his ear. "Hello???" He listens, and he is positively amazed. Then, he swallows hard, and carefully tells Julie: "Whoever this is, he wants you and I to..." his voice trails off.

"TELL ME!" Julie screeches in excitement.

"Whoever called has asked you and me to meet with him and his friends because they need our help!...in the ocean!...*beneath the surface!*"

*Week 10: Talent & Art Show Artist, Cast/Backstage Crew Party!

Our **final week** of summer camp will be a celebration of all our talents & accomplishments, complete with a gallery of our work, live performances, bloopers, screenings, and ice cream sundaes!

OUR 2019 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: _____ ~Time Travel~ _____ *

You don't need a flux capacitor or a TARDIS to travel back & forth in time this week. We will be meeting artists from the past & future, by way of their creations and inspirations, and our own imaginations! First, we will visit the art of prehistoric people, and then we can create some cave paintings of our own. Next, we shall visit ancient Egypt, where we can learn from the Scribes how to write our names using hieroglyphics, an amazing art-writing form. After that, we will fast forward, back to the future to create a futuristic landscape!

WEEK 2: _____ Magical Creatures & Beasts! _____ *

Do you ever dream of having a pet dragon or a pet unicorn? During this magical week, build your very own magical animal puppet or sculpture that you can keep as a pet! Have you ever wanted to collect fairies like Lady Cottingham? Or see magical beasts like centaurs and griffins? Find and collect fantastic beasts from the depictions of artists and from your own imaginations, and create a collage landscape with these creatures in it!

WEEK 3: _____ ~Masters of the Art Universe~ _____ *

Experience the magnificent masters, whose work paved the way for art today. Leonardo, Michelangelo, Raphael, and Donatello were ground breaking artists before they were known as Ninja Turtles! Together we'll channel the faces of Picasso, brush strokes of Van Gogh, and lily pads of Monet. Female artists were also trailblazers: Mary Cassatt's figures, Georgia O'Keefe's landscapes and flowers, and Lee Krasner's paintings which highly influenced her husband Jackson Pollock.

WEEK 4: _____ **Superheroes _____ ***

If you could have a superpower what would it be? What would your super suit look like? What would your superhero name be? During this week, you can create like *Marvel* does, and draw your very own superhero self-portrait. With the help from your trusty sidekick, which you can also create, you can make a comic strip based on your superhero self. You can also design and make your very own super suit!

WEEK 5: _____ Pop Art _____ *

Dive into the world of Pop Art: the movement that challenged our traditional sense of art. We will be inspired by the BANG, BOOM, and POP of Roy Lichtenstein's work, the free-flowing figures from Keith Haring, and the psychedelic art of Marta Minujin. You've seen Warhol's portraits, right? What celebs would he capture in his art today? We'll also check out the larger than life sculptures from Claus Oldenburg and Coosie van Bruggen and make some awesome sculptures of our own! It's all about bold color and popular kid culture!

WEEK 6: _____ Happy Hauntings! _____ *

Beware the things that go bump in the night! There are creepy crawlers and creatures of the dark, both real and surreal, as well as nocturnal animals like bats and cats. We'll create our own versions of Edvard Munch's "The Scream", and we'll get inspired by the poetic yet slightly bizarre creatures in the art works of Joan Miro. How about an origami *Dracula* or owl? There will be ghouls and goblins made of paper-mache, haunted houses in oil pastel as well as spiders galore... or should we say "GHOUL-ore"?

WEEK 7: _____ Zen-sational Art _____ *

Get in touch with your inner self as we create art inspired by the Asian culture. Let's draw structured yet calming patterns using the *Zentangle* method, to bring a little bit of relaxation to our busy summer lives. We can use various media to make our own three-dimensional Japanese Zen gardens, and we can use watercolors to paint koi fish, which symbolize good luck in Chinese culture. Yin & Yang symbols mean that all things exist as inseparable and contradictory opposites. How would you design your own Yin & Yang symbol?

WEEK 8: _____ ~Possibilities with Printmaking~ _____ *

Printmaking is one of the most fascinating types of art and so many different things can be used to create a print. Discover this art-form, and create prints with stamps, fingers, forks and all sorts of found objects, both man-made & natural. Then, learn how to make a beautiful silk-screen print. Next, you are ready to make a mixed-media print using several different types of printing techniques!

WEEK 9: _____ Mexico, (way more than Coco!) _____ *

Take a visual tour of Mexico from masters like Frida Kahlo and Diego Rivera to modern day artists like the humorous Gabriel Orozco and Damian Ortega with his tortilla sculptures! We will touch on the folk art of Dia de los Muertos, Michoacan bronze works, and the beautiful handwoven rugs of Oaxaca.

WEEK 10: _____ Nature Unleashed! _____ *

Let's end this summer by using things we find outdoors to create awesome projects inspired by nature. We can make textured nature weavings and use clay from the earth to make sculptures or impressions. Did you know you can make stains & prints from crushed flowers? We'll also get to know some artists, like Georgia Okeefe, or those who painted 'en plein air', and learn how to paint in their styles.

Kinder Works
DIGITAL/ARTS SUMMER CAMP

PARENTS' HANDBOOK

SUMMER 2019 in Limerick/Royersford and Montgomeryville

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 (choose the one for your camp).*

*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

Nicole Stewart is our **Director in Montgomeryville**. Nicole (Nikki) has worked for Kinder Works for over 20 years, since **1995**, including 14 years as a Director. She 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 Nikki in the Office (or in a classroom or playground!), call her at 215-822-7510, or email her at kinderworksm@kinderworks.net.

Caitlin Krug is our **Director in Limerick**. Caitlin received her bachelor's degree in Education from the University of Scranton, and is dual-certified as an Elementary and Special Education Teacher by the Pennsylvania Department of Education. She had 2 years of experience teaching preschoolers, and also has experience as a Summer Camp Counselor, and as a Teacher in a Special Education Program before joining Kinder Works in the summer of **2013**. You can find Caitlin in the Office (or in a classroom or playground), call her at 610-489-1600, or email her at kinderworkslmk@kinderworks.net.

April Bass is our **Executive Director**. April has over 40 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 the fiscal department 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.

2019 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. Payments may be mailed to our Central Office at **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 on the following page.

<u>WEEK</u>	<u>DUE DATE</u>	<u>WEEK</u>	<u>DUE DATE</u>
1 6/17 – 6/21	June 3	6 7/22 – 7/26	July 1
2 6/24 – 6/28	June 3	7 7/29 – 8/2	July 15
3 7/1 – 7/5 *	June 17	8 8/5 – 8/9	July 15
4 7/8 – 7/12	June 17	9 8/12 – 8/16	July 29
5 7/15 – 7/19	July 1	10 8/19 – 8/23	July 29

**We are closed on Thursday, July 4th, and tuition for M-F and T/Th 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)**, please email kinderworks@kinderworks.net (be sure to include your child's name, and with which Kinder Works Summer Camp you are affiliated: *Montgomeryville* 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.

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 on time. 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 **\$50.00 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 your child's name on a **group list that is posted** on the easel in the foyer and/or Atrium. You will also 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.

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 7:00AM 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 a "**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 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.

THE FIRST DAY OF CAMP & MORE...

On your child's first day of camp, please look for his/her **cubby** in the Atrium. This is where you can keep personal belongings, including a change of clothes. **PLEASE LABEL** all of your camper's belongings, including extra clothes, lunch boxes, thermoses and water bottles, etc. If your camper stays for lunch, lunch bins labeled for your child's camp group can also be found in the Atrium. Coat hooks area in the playground hallway.

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. Also look at the foyer and Atrium 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).

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 Atrium. 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 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, 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 and discrimination with regard to race, sex, disability, color, ancestry, age, national origin, creed or limited English proficiency. (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 **(Limerick) 610-489-1600** OR **(Montgomeryville) 215-822-7510**, or you can reach us anytime via **email at (Limerick) kinderworkslnk@kinderworks.net or (Montgomeryville) kinderworksm@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 breaches 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 email and 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.
- **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.
- **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.

CONTINUED ENROLLMENT POLICY

*Our policy is zero tolerance for violent, abusive, and/or threatening behavior and discrimination with regard to race, sex, disability, color, ancestry, age, national origin, creed or limited English proficiency. **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. We are here to serve you. Thank you

Kinder Works
Central Office: 1090 Pebble Hill Road, Doylestown PA 18901
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:

Kinder Works
 Please use address above

Department of Human Services
 Bureau of Equal Opportunity
 Room 223, Health & Welfare Building
 625 Forster Street
 Harrisburg PA 17120

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

PA Human Relations Commission
 Philadelphia Regional Office
 110 N. 8th Street, Suite 501
 Philadelphia, PA 19107

Commonwealth of PA
 DHS Bureau of Equal Opportunity
 SE Regional Office
 801 Market Street, Suite 5034
 Philadelphia, PA 19107



April Bass, Kinder Works Executive Director

Form **W-10**
(Rev. July 2011)
Department of the Treasury
Internal Revenue Service

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	Name of dependent care provider Kinder Works III, Inc.	Provider's taxpayer identification number 04-3664126
	Address (number, street, and apt. no.) 595 Bethlehem Pike, Building 500	If the above number is a social security number, check here <input type="checkbox"/>
	City, state, and ZIP code Montgomeryville, PA 18936	

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 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.