

***All American Kids Club, Inc.***  
**2018-2019 Enrollment Information and Instructions**

New Jersey State regulations require All American Kids Club (“AAKC”) to obtain a completed, signed enrollment form at or before the time of attendance at the program, and the state requires us to provide you specific information. New Jersey requires completed forms for all siblings. A form may not refer to the form for another sibling for information.

Please download, complete and sign the enrollment package which contains the enrollment form (“form”) and the New Jersey State information we are obliged to provide you.

If you are enrolling multiple children, New Jersey State requires separate, completed forms for all siblings. A form may not refer to the form for another sibling for information.

**Blackout Period**

Enrollment forms will not be processed during program startup beginning September 1, 2018 through September 7, 2018. **Families not enrolled prior to September 1 may not attend either program until after September 7.**

Child safety and accountability are a high priority. During this period our staff is focused on establishing routines and procedures. The addition of new children during the first week involves changes to attendance lists and distracts staff from their primary duties.

**Enrollment**

Children must be enrolled, and you must receive confirmation of enrollment before your child may attend the program.

**Fastest Enrollment Methods**

1. Scan or take a photo of the completed, signed form and attach the scan or photos to an email addressed to [howard.forbes@allamericankidsclub.com](mailto:howard.forbes@allamericankidsclub.com), or
2. Fax the completed, signed form to (908) 345-9818

**Slowest Method**

- Mail the form to All American Kids Club, P.O. Box 143, Chester, NJ, 07930. We pick up mail twice a week. Please allow 10 days from the date of mailing for processing your enrollment form.

**Enrollment Confirmation**

You will receive confirmation when your child is enrolled.

**Payment and Payment Methods**

There is no need to send payment when submitting the enrollment form. If you enroll on or prior to August 20<sup>th</sup> you will receive an invoice on or about that date. If you enroll after August 20<sup>th</sup>, you will receive an invoice shortly after you receive your enrollment confirmation. The invoice will have an e-tool which will allow you to pay by credit card. Additional payment methods are outlined below.

Payment is due on or before the due date on the e-invoice. You may use the e-payment tool on your invoice to pay by credit card. Alternatively, you may use the PayPal tool on the “Make a Payment” section on [www.allamericankidsclub.com](http://www.allamericankidsclub.com).

You may send a check to All American Kids Club, P.O. Box 143, Chester, NJ. Please allow ten business days from the postmark date for a mailed check to be processed. Mailed payments will be considered received on the date they arrive at our post office box. You may mail a check early and postdate it for the due date, and it will not be deposited until or after the date on the check.

Finally, you may hand a check to an onsite staff member and it will be considered received that day.

Payments received after the due date will be subject to the fees outlined in the parent/guardian agreement.