

___ Procare
___ Enrollment
___ Ledger after 1st

TPD

**2022-2023
BEDFORD RECREATION KIDS' CLUB
TEACHER PROFESSIONAL DEVELOPMENT DAYS**

Child's Name: _____ **Grade:** _____
(as of Sept. 2022)

Parent's Name: _____ **Phone #:** _____

Mark the TPD dates you want to schedule below:

_____ **Tuesday, November 8, 2022**

_____ **Friday, March 17, 2023**

Mark your payment method below:

_____ I will auto-pay my fees at the start of each month with my credit card (MasterCard, Visa, AmEx, Discover card) or with my bank account on file with Kids' Club.
(Please fill in your credit card information below only if you have not already provided it to us; **we cannot transfer any credit card info from the previous year.**)

Credit Card #: _____ Exp. Date: _____ CVV #: _____

_____ I will pay my fees with a check at the start of each month, upon receipt of my monthly invoice.
(Please make your check payable to "Town of Bedford" and send to Kids' Club, or drop it off at the KC office).

- Submit this form (as a PDF document or photo) by email to KCRegistration@bedfordma.gov at or after 10:30 AM on June 3, 2022.
- Kids' Club is open 7 AM - 6 PM on TPD days.
- The fee is \$75 per day. Payment is due the 1st business day of each month, when invoices are issued by email.
- To drop/cancel Teacher Professional Days after your child has been scheduled, submit a **Drop/Add - TPD Days/School Vacation Days form** no later than the **15th** of the month **prior to** the month in which care is scheduled. For example, to drop the March 17th TPD day, you must submit a Drop/Add - TPD/School Vacations form no later than Feb. 15th. Due to fixed costs, we cannot cancel fees for drops submitted **after** the 15th of the month.
- Severe weather or other unforeseen events may cause Kids' Club to close or change hours of operation. If this occurs on either of the two TPD dates listed above, please call Kids' Club at 781-275-5427 for the outgoing message about any closure or change in our hours for that day.

Parent Signature: _____

Date: _____