



Before/After School Care Registration Form 2023-2024

Please Circle the service you will need:

Before Care only

Aftercare only

Both-Before & Aftercare

Child's Information:

Last Name: _____ First Name: _____ Grade: _____

Siblings Attending:

Last Name: _____ First Name: _____ Grade: _____

Last Name: _____ First Name: _____ Grade: _____

Last Name: _____ First Name: _____ Grade: _____

Parent/Guardian Information:

Mother's Name: _____ Father's Name: _____

Mother's Cell Phone: _____ Father's Cell Phone: _____

Mother's Work Phone _____ Father's Work Phone: _____

Email: _____ Email: _____

Other Adults Authorized To Pick Up Student:

Name: _____ Cell #: _____

Name: _____ Cell #: _____

Name: _____ Cell #: _____

Health Insurance Coverage for Child

Name of the Insurance Company:_____

Phone Number:_____

Policy Holder:_____

Policy Number:_____

Child's Pediatrician

Name:_____

Phone:_____

Please list ALL allergies:

EPI pen: YES or NO

If an emergency requires immediate medical attention, 911 will be called.

Payment (Credit Card will be charged 5th day of the month during which childcare services are provided)

Credit Card Holder's Name as it Appears on the Card:

Credit Card Number:_____

CVV Number:_____

Credit Card Expiration Date:_____

Signature:_____

Policies and Procedures:

The Annunciation Catholic School Before/After Care Program is an extension of the school, all policies and expectations outlined in the Parent and Student Handbook will be upheld by the Before/Aftercare school care team.

The Before/After school care team will not permit access to the building for parents or students to gather forgotten homework or supplies. They are also unable to open classrooms. The Before/After school care program is under the direction of the Principal and Assistant Principal designee. The programs will be operated by persons employed by Annunciation Catholic School and under the direct supervision of the school Principal and Assistant Principal designee. Administration reserves the right to amend any policies or guidelines.

The Annunciation Catholic School after Care program is not responsible for any misplaced or broken items and/or clothing. Once the classrooms are locked for the day they cannot be re-opened by any staff member.

Days of Operation, School Closings, and Early Dismissal:

Before/After Care will begin on Tuesday, September 5th, 2023. Before care starts at 6:30 am and drop off will end at 7:40 am. After that time, children can be dropped off at 7:45am for the start of school.

- The Before/After school care operates Monday through Friday on all days that students attend classes except before the major holidays. (No Aftercare Days are 12/15, 3/26, 5/24, 6/13 and 6/14).
- On early dismissal days, the after care program runs from 12:30 pm to the usual 6:00 pm.
- There is **no** before or after care on any days that Annunciation Catholic School (ACS) is closed.
- There is **no** after care if ACS closes school early due to inclement weather or other emergencies.
- There is **no** before care on delayed opening days. .

Fees and Payment Options:

Participation in the before/after care may be suspended if monthly fees are not paid in a timely manner. If you are having difficulties paying your fees, please contact the director as soon as possible.

- The fee for before care is \$50.00 per month per child.
- The fee for after care is \$275.00 per month per child. If you are enrolling more than one child to the program, please inquire for a sibling discount.
- Drop-in service is available. It is \$5.00 drop-ins for before care and \$20.00 drop-ins for after care except on early dismissal days. Drop in fee on early dismissal days is \$30.00 due to longer hours.
- **Payment has to be made by credit card or charged on TADS. No exceptions. Credit cards will be charged by the 5th of every month.**
- **There is a \$1.00 per minute late fee charged for any child picked up after 6:00 pm. The late fee must be paid, in cash or by credit card, at the time of pick up.**
- A \$25.00 late fee is assessed against all account balances after the 5th of the month.

Registration:

Each year you must re-register your child. Registration does not roll over year to year. .

- **NO STUDENT WILL BE ACCEPTED INTO THE PROGRAM WITHOUT A REGISTRATION FORM AND CREDIT CARD INFO ON FILE.**

Discipline:

If a child violates the rules, our staff or director will communicate with the child(ren) involved to discuss the violation and try to find a resolution. A parent /guardian will be notified about serious and/or repeated misbehavior and a mandatory conference will be arranged to discuss the issue. Repeated violation of the rules may result in a child being suspended or no longer allowed to participate in the program. Behavior that endangers the health or safety of any child or adult may result in immediate suspension and/or termination from the program.

- Follow all school rules.
- Follow directions given by before/after care staff.
- Respect the rights, privacy, personal space and possessions of others.
- Show respect for all property and equipment.
- Use appropriate language.
- Use the restrooms appropriately.
- No sharing food.
- No fighting or bullying.
- Hand-held electronic devices and/or cell phones will not be used during before or after care.

Personal Items:

- All clothing, backpacks, lunch boxes, etc. should be labeled with your child's name.

Toys from home:

Toys get lost or broken; for this reason, we ask that your child does not bring toys from home. The Before/After care will not be responsible for lost, broken, or missing toys.

Drop Off and Pick-Up Procedures

- Each child must be picked up and signed out of after care by an authorized person. Only persons named on your child's registration form can pick up and sign out your child without additional notice.
- If alternative arrangements for pick up have been or need to be made, the Director must be informed via email. **No exceptions!**
- Any person picking up a student WILL be asked to provide identification or plaque for verification. Any student will not be dismissed to anyone that does not have proper ID.

Structure of Before/After Care Program

Before school care will provide “quiet time” for the children to study, read, eat breakfast, or quietly chat with friends. Running or loud playing will not be permitted. Children can bring their breakfast. We ask that ALL items are nut-free and easy for your child to eat. They will need to clean up their area before being dismissed for class.

After Care will provide a safe, caring and relaxed environment. Scholars are asked to do their homework before they go outside to play.

I have read all of the above and understand the policies and procedures of the Before/After care program.

Parent Signature: _____

Date: _____