



After Care Program

For Preschool Students

Application and Expectations

Instructions:

- **Please complete this form even if you do not intend to use the After Care program regularly,** in case your child must be placed in the program unexpectedly due to traffic delays or other factors.
- Use a separate form for preschool student.

Program Information:

- Hours are from 12:30 to 2:40 p.m. **Late fees of \$1.00 per minute** will be charged when students are picked up after 2:45 p.m.
- Families must provide a **healthy lunch** for each student enrolled in the After Care program.
- The cost is \$15 per day scheduled or \$18 per day drop-in. Families choosing to schedule days will be guaranteed a space in the program during those days; however, there are **NO** refunds for scheduled days, even if the slot is filled by another student. If two siblings are enrolled in After Care or Kinder Rec, the second sibling in a family receives a 25% discount. Families who meet the income qualifications for state preschool pay \$7 for both scheduled and drop-in days; no sibling discounts. English Language Learner students only may participate in the program for free, but must schedule days in advance.
- All changes to a student's scheduled days are subject to space-availability.
- The program is often full of scheduled students. Space in the program is **NOT** guaranteed for drop-in students. If more students are needing care than there is space, older students may be placed in the Kinder Rec program.
- The office will create and email invoices at the beginning of each month. **Payment is due within two weeks of receipt of the invoice. If payment is greater than 30 days late, the student will not be able to attend the program until all fees are paid in full.** The office accepts checks or cash. You are welcome to mail in your check if it is more convenient. We encourage you to use your bank's electronic bill pay feature to automatically send the approximate amount due each month, Aug-April. We can settle up exact amounts in May.
- Rules, behavior expectations, and consequences are listed on the back of this form. **Students who are unable to follow the rules may be removed from the program.**

Student's Name _____ Grade _____ Best Phone _____

Mother/Guardian's Name _____ Alternate Phone _____

Father/Guardian's Name _____ Alternate Phone _____

Other Adult Name and Phone _____

Best Billing Email _____

Scheduled Days of Attendance. Check all that apply. You must pay even if your child does not attend. Space in the program is only guaranteed on scheduled days.

____ Mon. ____ Tues. ____ Wed. ____ Thurs. ____ Fri.

I understand and agree to all of the payment, scheduling, and behavior policies described. SEE PAGE 2.

Parent Signature _____ Date _____

After Care Program Behavior Expectations

We want our students to be **responsible, respectful and safe**. In addition to general pro-social instruction, we use the following expectations to guide student behavior.

Expectations

- We will listen to others when they are talking. (respectful)
- We will be nice to others, use kind words and kind actions. (respectful)
- We will clean up toys, jobs, and materials after using them. (responsible)
- We will use sensorial materials – sand, seed, wood chips, etc. – in the intended manner. (safe)
- We will keep our hands and feet to ourselves. (safe)
- We will walk in the hallway and classroom. (safe)
- When inside, we will use quiet inside voices. (respectful)

If a child requires intervention in order to behave responsibly, respectfully, and safely, the staff will use the following procedures, unless a child has a specific Behavior Intervention Plan.

Procedures

- First incident - Staff will remind or redirect him/her.
- Second incident - Staff will warn and remind the child to make responsible, respectful, and safe choices. Parents will be notified.
- Third incident - The child will be removed from the activity until he/she is safe and ready to rejoin the group. Parents will be notified.

Consequences

Aggressive behavior such as hitting, kicking, biting or throwing things will result in an automatic removal from the activity. Parents will be notified. If unacceptable behavior is frequent and/or continuous, staff will meet with parents to formulate a Behavior Intervention Plan. If implementation of the plan does not result in responsible, respectful, and safe behavior, the child may be dismissed from the after care program.