



# After School Care Program

## For Preschool and Kindergarten Students

### Application and Expectations

#### Instructions:

- Please complete this form **IN PENCIL**.
- **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 each child in preschool or kindergarten.
- If you plan to use the program, include a prepayment of \$75 or more per child.

#### Program Information:

- Hours are from the time of dismissal 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 **lunch** for each student enrolled in the After Care program.
- The cost is **\$15 per day prepaid or \$18 per day drop-in**. Families must choose whether to prepay for specific days or to use the program on a drop-in basis. Families choosing to prepay will be guaranteed a space in the program during those days; however, they also must agree to pay for the space even if the student is sick or absent. **There are NO refunds for prepaid slots**, even if the slot is filled by another student.
- All changes to a student's scheduled prepaid days require two weeks' notice and are subject to space-availability.
- Families who prepay at least one day per week can also drop in at the \$15 per day rate, on a space-available basis.
- The program is often full of prepaid students. Space in the program is **NOT** guaranteed for drop-in students.
- 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. Please use separate checks for different programs. You are welcome to mail in your check if it is more convenient.
- 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 \_\_\_\_\_

Best Billing Email \_\_\_\_\_

**Prepaid/Scheduled Days of Attendance.** Check IN PENCIL all that apply. You must pay even if your child does not attend. Space in the program is only guaranteed on prepaid 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)
- 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 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 program.