



Before/After School Care Program Registration Form for 2017-2018

EMERGENCY CONTACT INFORMATION:

Emergency Name: _____

Home/Work# _____ Cell# _____

MEDICAL INFORMATION:

Food Allergies: _____

Medical Conditions: _____

Current Medication: _____

Will these medication(s) be stored in the front office during the school year? Yes or No

For YOU or your "AUTHORIZED PICK-UPS" listed above – please use 1 of the following when picking up your student at dismissal: Dismissal Car Tag, Driver’s License

BEFORE/AFTER CARE POLICIES AND PROCEDURES

NO STUDENT WILL BE ACCEPTED INTO THE PROGRAM WITHOUT A REGISTRATION FORM AND PAYMENT. REGISTRATION AND PAYMENTS: Each year you must re-register your child. The cash-only registration fee is \$25 per family, and is non-refundable.

TUITION DUE – Payments are due the first day of EACH month.

LATE PAYMENTS MADE AFTER THE FIRST DAY OF THE MONTH WILL BE ASSESSED A \$25.00 LATE FEE. This must be paid within three school days of the charge. Failure to pay this fee could result in suspension from the program until the late fee has been paid. Remember any online payments through E-Funds will take 24 hours to 2 days to post, so if you pay online please email me a copy of your receipt.

Failure to pay MONTHLY payments in a timely manner will result in termination from the Before/After Care Program.

The last tuition payment of the school year will be due May 1, 2018. This payment includes the days in June that school is in session.

BEFORE CARE HOURS: 6:30am – 7:30am (the parent must sign in student(s) in the cafeteria) \$5.00 charge for those NOT registered for Before Care; students are not permitted in the school before 6:30am

AFTER CARE HOURS: 3:00pm – 6:00pm

EARLY RELEASE days if student is sent to after care: \$15.00 Early Release is every other Wednesday

LATE PICK-UP FEE: After 6:00pm, school policy \$1.00 per minute

DISMISSAL: Authorized pick-up time 3:30pm-6:00pm (If you need your student(s) to be picked up prior to 3:00PM, YOU MUST CALL THE FRONT OFFICE for dismissal during 2:30pm-3:30pm)

PARKING POLICY: Students will not be released during regular dismissal activity. You must park in the front parking lot and WAIT IN YOUR CAR until regular dismissal is over at 3:30pm.



.....
EARLY DROP-OFF OR LATE PICK UP FOR NON-AFTERCARE STUDENTS: If non-
 aftercare students are picked up after 3:45PM on regular school days or 1:45PM
 on Early Release Days, they are considered a late pick-up and will be sent to an
 After-Care classroom. The daily charge for Before care is \$5/day and After Care is
 \$15/day and will need to be paid on the day of attendance.

STUDENT SIGN IN/OUT: ALL students MUST be signed in & out by someone 18 years of age or older and identified on the student’s registration form. Any person picking up a student **WILL** be asked to provide identification or official car tag for verification. Student will not be dismissed to anyone that does not have **proper ID or official car tag.**

STUDENT BEHAVIOR AND DISCIPLINE POLICY: Students are expected to be respectful and responsible always. The Before/After Care program has a **“hands to yourself”** policy. Students are not to put their hands on another student even during play. By practicing this policy, situations will not be taken out of context. Any student that injures another person will be suspended or terminated from the program. Some types of behaviors may require immediate suspension or termination from the program. This determination is at the sole discretion of the Program Director.

Students are required to follow the following basic school rules: 1. Always demonstrate proper behavior before, during, and after school. 2. Be courteous to others. 3. The following behavior should NEVER be exhibited:

- 1. Any type of fighting.
- 2. Intimidating, harassing, or threatening others.
- 3. The use of profane language, gestures, or behaviors.
- 4. Damaging and/or destroying property belonging to the school or others.
- 5. Leaving the assigned Before/After care area without permission from the After-Care Counselors.
- 6. No running in the hallways.
- 7. No chewing gum or hard candy.
- 8. No electronics, toys, or cell phones will be permitted at any time during program hours.

Discipline Policy: 1. First Offense – Director/Student Conference 2. Second Offense – Director/Parent/Student Conference 3. Third Offense – Suspension from the program 4. Fourth Offense – Termination from the program

LOST OR STOLEN ITEMS: The FLAG Before/After Care is not responsible for any misplaced or broken items and/or clothing.

WITHDRAWALS OR CHANGES TO PROGRAM SCHEDULE: If you wish to withdrawal your student(s) or have a family situation that changes the program schedule for the Before Care, After Care, or both during the school year and any concerns, please send an email, call, or see the Director Ms. Aylward. The email address is pawlward@flaglercharter.org, or telephone 904-899-1010, (Option 6) Cell phone 428-0202.

We are looking forward to our returning students and parents and welcoming our new students and parents to the program. It is our goal to make the 2017-2018 Before and After Care Program a successful, educational, safe and fun environment.



I have read the Before and Aftercare Policy and Procedures Handbook and fully understand my responsibilities and what is expected of myself, as well as my student(s).

Signed _____ Date: _____
 Parent or Legal Guardian