



# Before/After School Care Registration Form 2018– 2019

PLEASE SELECT :  Before Care Only  Aftercare Only  Both – Before & Aftercare

Student's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Siblings Attending SCA:**

Sibling: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Sibling: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Sibling: \_\_\_\_\_ 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: \_\_\_\_\_  
 Best Email: \_\_\_\_\_

**Other Adults Authorized to Pick Up Student:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_

PLEASE LIST ANY ALLERGIES: \_\_\_\_\_

EPI PEN: YES or NO

**OFFICE USE ONLY -DO NOT WRITE IN THIS AREA**

Registration <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Paid:		<input type="checkbox"/> Debit/Credit <input type="checkbox"/> E-funds <input type="checkbox"/> MO <input type="checkbox"/> Other			NOTES
Month	Amount Paid	Date Received	Debit/Credit	MO #	E-Funds	Late Fees	
August							
September							
October							
November							
December							
January							
February							
March							
April							
May							

# SCA BEFORE/AFTER SCHOOL CARE PROGRAM POLICIES AND PROCEDURES

The SCA Before/After Care Program follows all school-wide discipline procedures with some additional policies specific for the After Care Program routines.

**Registration and Payments:** Each year you must re-register your child. Registration does not roll over year to year. The family registration fee of \$25.00 is non-refundable and must be paid in advance of enrollment and separate from tuition.

ALL payments are due the first day of EACH month. **LATE PAYMENTS MADE AFTER THE FIRST WEEK OF THE MONTH WILL BE ASSESSED A \$10.00 LATE FEE.** This must be paid within two school days of the charge. Failure to pay MONTHLY payments in a timely manner will result in termination from the Before/After Care Program. **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.**

Payments can be made by e-funds, debit/credit card, or money order payable to SCA.  
The last tuition payment of the school year will be due May 1, 2019.

**Before Care Hours:** 6:30am – 7:30am (the parent must sign in student(s) in front office). \$10.00 charge for those NOT registered for Before Care; students are not permitted in the school before 6:30am

**After Care Hours:** 2:45/3:00pm – 6:00pm

**LATE PICK-UP FEE:** After 6:00pm, school policy \$2.00 per minute

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 for verification. Student will NOT be dismissed to anyone that does not have proper ID or official car tag.

## Switching Classes

Once students are placed in an AFTERCARE class they cannot be switched to another class. All classes are made up by student-teacher ratio and must adhere to the guidelines.

**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:
  - Any type of fighting. -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 toys, 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:** Before/After Care is not responsible for any misplaced or broken items and/or clothing.