

RECS/RMCS BEFORE/AFTER CARE
POLICIES AND PROCEDURES

NO STUDENT WILL BE ACCEPTED INTO THE PROGRAM WITHOUT A FORM AND PAYMENT.

REGISTRATION AND PAYMENTS

Each year you must re-register your child. Registration does not roll over year to year. ALL payments are due the first school day of EACH month. Failure to pay tuition payments in a timely manner will result in termination from the After Care Program.

LATE PAYMENTS MADE AFTER THE FIRST WEEK OF THE MONTH WILL BE ASSESSED A \$10.00 LATE FEE FOR EACH ADDITIONAL WEEK.

HOURS OF OPERATION

Before Care: 7:00am-7:45 am (Breakfast will be provided)

After Care: Dismissal- 6:30 pm

Students MUST be picked up by 6:30 PM. An additional charge of \$10.00 will be assessed for EVERY 10 MINUTES a child is picked up after 6:30 PM.

BEFORE/AFTER CARE PROGRAM

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.

WEDNESDAY EARLY DISMISSAL AT RECS

Parents may choose to use the After Care Program for only WEDNESDAYS. The amount will be \$7.00; this must be paid at the beginning of the month not on a daily basis.

LAST WEEK OF SCHOOL

Aftercare will be provided for students until 4pm the last week of school at RECS/RMCS.

SWITCHING CLASSES

Once students are placed in an AFTERCARE class they can not be switched. All classes are made on a ratio basis and must adhere to the guidelines.

DISCIPLINE POLICY

The RECS/RMCS Before/After Care Program follows ALL School policies with some additional policies specific for the After Care Program routines.

- *First Offense-Director/Student Conference*
- *Second Offence-Director/Parent/Student Conference*
- *Third Offense-Suspension from the program*
- *Fourth Offence-Termination from the program*

LOST OR STOLEN ITEMS

The RECS/RMCS After Care is not responsible for any misplaced or broken toys and/or clothing from the program.

Once the classrooms are locked for the day they can not be re-opened by any staff member.

We ask that students not bring toys to the program. We provide all materials for students' enrichment.

I have read the all of the above and understand the policies and procedures of the Aftercare program.

Please Sign: _____

Date: _____