



Registration Ck# \_\_\_\_\_ Cash \_\_\_\_\_

## Before/After School Care Registration Form 2018-2019

HOMEROOM TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_  
 Student's Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

**ELEMENTARY SIBLINGS ONLY**

Sibling: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Sibling: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent/Guardian Information:**

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
 Mother's Cell Phone: \_\_\_\_\_ Father's Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Others Authorized To Pick Up Student**

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

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

EPI PEN: YES or NO

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

Month	Amount Paid	Check or Cash	Date Received	Late Fee
Aug/ September				
October				
November				
December				
January				
February				
March				
April				
May/June				

# RECS/RMCS BEFORE/AFTER CARE

## POLICIES AND PROCEDURES

Students enrolled in the aftercare program will be provided with a one hour homework time. Students may receive some assistance from the counselor. Please keep in mind this is not a tutoring service. Students will receive a snack, scheduled recess, and a planned activity.

**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.

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

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

**Students MUST be picked up by 6:30 PM. An additional charge of \$10.00 will be charge for consecutive days of pick-ups 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 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.

### Early Release Days at RMCS

RMCS will offer a monthly sign registration for early release days. Please see someone in the office at the middle to inquire the fees.

### Switching Classes

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

### 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.

### Behavior Concerns

The RECS/RMCS Before/After Care Program follows ALL school behavior policies.

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

**Please Sign: \_\_\_\_\_ Date: \_\_\_\_\_**