



Registration Check# _____ Cash _____ CC _____

Before/After School Care
Registration Form
2019-2020

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

Please Check One: Before Care _____ After Care _____ Before & After Care _____

OFFICE USE ONLY -DO NOT WRITE IN THIS AREA

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

RECS BEFORE/AFTER SCHOOL CARE GUIDELINES

The RECS Before and After School Care Program follows **ALL** school policies with some additional guidelines specific for the Before and After School Care Program routines.

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. Registration does not roll over year to year. ALL before and after school care program payments/fees are due on a set day of the month. Please refer to the payment schedule below.

SERVICE PERIOD	PAYMENT DUE DATE
AUGUST-SEPTEMBER	09/03/19
OCTOBER	10/01/19
NOVEMBER	11/01/19
DECEMBER	12/02/19
JANUARY	01/06/20
FEBRUARY	02/03/20
MARCH	03/02/20
APRIL	04/01/20
MAY-JUNE	05/04/20

All payments/fees will be considered late after the 5th day of each month. A "Late Fee" of \$10.00 will be assessed at the time of payment.

All students not current with their monthly payments/fees may not remain nor attend the program until all past-due fees are collected.

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

We will not offer "Part-Time" weekly Before and After School Care. All students must pay for the entire month regardless of how many days a week they attend the program.

Students MUST be picked up by 6:30 PM, NO EXCEPTIONS. An additional charge of \$15.00 will be charged for every day a student 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.

Homework/Snack/Recess

Students enrolled in the aftercare program will be provided with a one-hour homework time. Students may receive 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 during their time in After School Care.

Wednesday Early Dismissal / Emergency Care

Parents may choose to use the After Care Program for only WEDNESDAYS. The amount will be \$15.00, this must be paid before the due day of the month not on a daily basis.

We will not offer "daily or drop in" Before & After School Care for students, only if the parents have an emergency. Emergency care is permitted for 1-4 days for the entire school year at a daily rate of \$15.00 per day.

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 After Care Program is not responsible for any misplaced or broken toys and/or clothing from the program. Once the classrooms are locked for the day, they cannot be re-opened by any staff member. We ask that students not bring toys to the program.

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

Parent Name: _____

Please Sign: _____ **Date:** _____