

AFTER SCHOOL CARE GUIDELINES / EMERGENCY FORM

The EMERGENCY After School Care CELL NUMBER is: **440-241-7143**

The Parma Heights Christian Academy's After School Care program begins at 3:00 p.m. daily, following the dismissal of bus riders and car-poolers. Students not picked up by the end of dismissal are automatically sent to After School Care. Attendance is taken at 3:30 p.m. and all basic fees and guidelines apply.

FEES:

- \$4.00 per hour/per student
- \$2.00 per half hour or any portion thereof/per student

LATE PICK-UP FEE:

Students not picked up by 6:00 PM will be assessed a late fee of \$8.00 per 15 minutes/per student or any portion thereof.

PAYMENT:

At the end of the month, an invoice will come home with the amount due per family. Payment is due on the 15th of the month after the bill is received or the next school day if the 15th falls on a weekend or holiday. Failure to make payment on time may result in forfeiture of After School Care privileges. Save your bills for tax purposes. **New this year, the ability to make payments online through FACTS.

INCOME TAX:

After School Care expenses may be eligible for the Child Care Credit. Parents are responsible for keeping a record of these expenses. Please consult your tax adviser with any questions. Our **Federal ID number** to be used is **34-1283114**.

GENERAL AFTER SCHOOL CARE RULES:

1. **All students** must check-in first. No loitering in the hallway or bathroom.
2. No one is permitted to leave the group without permission.
3. **Access to the classroom after 3:15 p.m. is not permitted.** Please remember to bring all clothing, work, supplies & books at dismissal time.
4. Only one person at a time may use the bathroom.
5. All students must help clean up when moving to the next activity.

CHRISTIAN CONDUCT: “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control...” ~ Galatians 5:22

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| ◆ Be kind and respectful to each other. | ◆ Remember your please and thank you's. |
| ◆ Have a good attitude. | ◆ Listen and follow through promptly. |
| ◆ Be patient and mannerly. | ◆ Follow these rules because Jesus wants you to. |

To assure that the students are safe and that there is no confusion about expected behavior, we will follow the same building rules and expectations set up for us in the Academy Parent-Student Handbook. The following consequences for infractions of established guidelines will apply:

First offense:	verbal warning
Second offense:	verbal warning and time-out
Third offense:	time-out for remainder of activity period and report to the Academy administrator the following morning.

Serious or repeated offenses will result in a student being removed from the program for a designated period of time as determined by the Academy administrator.

Daily Schedule

3:30 PM	Check-in time
3:30 – 4:00 PM	Homework time & guided activities.
4:00 – 4:15 PM	Clean up & snack time. Snacks are provided.
4:15 – 5:00 PM	Physical activity time either in the gym or outside. DO NOT bring toys or electronics from home.
5:00 – 6:00 PM	Finish homework and reading for those staying until 6 PM.

Please note schedule will be flexible.

Parents must sign out their student with the coordinator before leaving After Care.

Please return this completed EMERGENCY FORM the next day your student comes to school.

AFTER SCHOOL CARE - EMERGENCY FORM

Student Name(s)				Grade(s)	
Home Phone					
Mother's Contact info	Work		Cell		
Father's Contact info	Work		Cell		

In case of an emergency and parents cannot be reached, please list another person we may contact.

Name	Phone Number(s)	Relationship
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List any medical conditions or allergies your student may have:

Description of condition/allergy	Action to be taken

My student can be picked up by the following people: (list name & relationship)
