

After Care Policies and Procedures

**The after care program is for students in kindergarten through sixth grades.

The program will include a homework period, recess period, and snack time. From 3:00 until 4:00 (or until everyone has finished) has been designated as homework/study/reading time. **Homework should still be checked and reviewed at home by the parents. Projects, book reports, etc. will not be completed during the after care program. If your student finishes homework or studying before 4:00, he/she will be expected to read quietly. Please help us in seeing that your child has a book. We are also encouraging the students to work on their AR goals. If you are a parent of a kindergartener, we have some things for them to work on, but if you would like to send some type of skills book, coloring book, puzzle, book, etc. -- that would be fine. Snack time is at 4:00 (or when everyone is finished). Snack should be brought from home. The remainder of the time is spent doing outside activities and/or computer time.

**The after care program hours are from 3:00 until 5:15 on days that school is in session. To ensure that parents pick up children prior to the 5:15 deadline, a late pickup fee will cost \$1.00 per minute. In the case of chronic late pick up, the child will be dropped from the program.

The fees for the after care program are \$15.00 per day or \$40.00 per week (3-5 days). When you enroll in the program, you will choose whether you want to pay by the day or by the week. **You will be responsible for paying the amount of that program cost each week. If you choose to no longer attend the after care program, you will be responsible for the fees until we have written communication that the student will no longer be attending. The program will only be run on the days that school is in session. The program will not run during Thanksgiving, Christmas, and Spring breaks. Payment will not be due during those breaks. No credit will be given for holidays that fall during the week, check-outs, illness, bad weather days, etc. **Payment is due on Friday of each week –NO EXCEPTIONS!!!!** You may pay by cash, check, or money order (check or money order is preferred). We can not accept Venmo for this payment. Your child will not be allowed to stay if the fees are not paid on time! (A notice will be sent home if fees are past due. Please do not take it personally, we are responsible for seeing that the program is run according to policy.) You will be called and asked to come and pick up your child from the after care program if the fees have not been paid. **A letter needs to be sent when a child is not going to stay for after care so that he/she will have permission to be a car rider.

**The rules and consequences in the MCS Handbook will apply throughout the After Care hours. ** Any student exhibiting unacceptable behavior or interfering with the goals of the program may be dropped from the program.

Please fill out the paperwork and return it to school as soon as possible. If someone is picking up your child that is not listed on the paperwork, please send a note. We want to ensure the safety of our students.

We look forward to working with you and your child. We want each student to have a great experience while they are with us. If you have any questions or concerns feel free to contact us.

Sincerely,

After Care Staff

Below is a copy of the schedule:

3:00-3:15 Check roll and homework assignments

3:15-4:00 Complete homework/check by teacher

4:00-4:30 Snack

4:30-5:15 Skills/outside play/computer time

**Tentative to change depending on amount of homework

MCS After Care Program

Name: _____

Address: _____

Home Phone: _____ Work: _____ Cell: _____

Additional Contact Names and Numbers:

Grade: _____ Homeroom: _____

Allergies or medical conditions that we should be aware of _____

Persons allowed to pick up student from extended day program (Please list name and relationship):

Circle program you are interested in:

Pay by the day-- \$10.00 per day

Pay by the week--\$35.00 per week

I have read and will abide by the After Care Program Policies and Procedures. I also understand that I am responsible **each Friday** for paying the amount of the program that I am enrolling in.

Parent Signature _____