



Before/After School Care
Registration Form
2018-2019

HOMEROOM TEACHER: _____ GRADE: _____

Student's Last Name: _____ First Name: _____

ELEMENTARY SIBLINGS ONLY

Sibling: _____ Grade: _____

Sibling: _____ Grade: _____

Aftercare Only _____ **Before care** _____ **Only Both** _____

Parent/Guardian Information:

Mother's Name: _____ Father's Name: _____

Mother's Cell Phone: _____ Father's Cell Phone: _____

Mother's Work Phone: _____ Father's Work Phone: _____

Contact Email: _____

Other Adults Authorized To Pick Up Student:

Name: _____ Name: _____

Name: _____ Name: _____

PLEASE LIST ANY ALLERGIES: _____

EPI PEN: YES or NO

Note: If before or aftercare services are no longer needed. A cancellation notice must be emailed to the aftercare director at jmarcos@recspines.org. Failure to notify of service cancellation will prolong reimbursement if a reimbursement is due.

Any missed payments will cause your child to be withdrawn from the aftercare program.

READ AND SIGN THE BACK OF THIS PAGE

RECS PINES BEFORE/AFTER CARE POLICIES AND PROCEDURES

The RECS PINES Before/After Care Program follows all school-wide discipline procedures with some additional policies specific for the After 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 payments are due on the 1ST day of every month. If the 1st of the month lands on the weekend, holiday or no school date, the fees will be due on the following business day. **Parents are responsible of payment receipts for tax purposes. A payment receipt for each paid session should be received by the person taking the payment.**

LATE PAYMENTS MADE AFTER THE 5th BUSINESS DAY OF THE BEFORE/AFTER CARE PAYMENT DUE DATE WILL HAVE A \$10.00 LATE FEE.

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

Before care students must be dropped off between 6:50am and 7:10am.

Students MUST be picked up by 6:00 PM. An additional charge of \$10.00 will be charged for every 15 minutes picked up after 6pm.

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. Student will not be dismissed to anyone that does not have proper ID.

Movies

Students in grades K-2 will only be allowed to watch rated G movies only. Students in grades 3-8 will be allowed to watch rated G and PG movies. If you are not comfortable allowing your child to watch rated PG movies, please notify the before and aftercare director.

Switching Classes

Once students are placed in an AFTERCARE class they can not be switched to another class. All classes are made up by student-teacher ratio and must adhere to the guidelines.

Lost or Stolen Items

The RECS PINES After Care is not responsible for any misplaced or broken items and/or clothing. Once the classrooms are locked for the day they can not be re-opened by any staff member.

I have read the all of the above and understand the policies and procedures of the before/aftercare program included on this document and on the before/aftercare parent handbook.

Date: _____ Parent Signature: _____

OFFICE ONLY:

BAC START DATE: _____ PAID AMOUNT: _____ NEXT PAYMENT DUE & AMOUNT _____ LAST PAYMENT MONTH _____