

Mt. Bethel Christian Academy
After School Program Director: Tricia Evans
Phone: 770-971-4918

AFTER SCHOOL PROGRAM POLICY AND REGISTRATION

Childcare is available Monday through Friday from 2:45 to 6:00 PM for lower school students only. On early dismissal days, childcare will be available beginning at 1:00PM. **No childcare will be available on teacher workdays, student holidays, afternoons before Thanksgiving break, Christmas break, Easter/Spring break, or the first day and the last day of school.**

Drop-ins are available to Academy students **with 24-hour advance notice only** (please send a note or registration form to your child's teacher prior to the day you need childcare). You will be notified **if space is not available.**

All students **must** be signed out of the After School Program daily by a parent, guardian or other pre-designated caretaker. Adults may be asked to show proper identification prior to releasing a student to their care.

If you know your child will be participating in Mt. Bethel UMC on site activities (such as choir or recreational sports) or scout programs and will need to leave the After School Program, please indicate this on your registration form. Your child will be taken to and picked up from these activities by our after school caretakers unless notified otherwise by a parent or guardian. Mt. Bethel Christian Academy does this as a service to parents and does not assume responsibility for your child while he/she is attending these programs.

- ❖ **Pre-registered continual childcare is billed monthly at \$10.00 per day. On early release days (including conference week) an additional \$6.00 per day will be billed. A late fee of \$1.00 per minute will be charged for pick-up after 6:00 PM. No refunds will be given for missed days.**
- ❖ **Drop-in childcare is billed monthly at \$12.00 per day. On early release days (including conference week) an additional \$6.00 per day will be billed. No refunds will be given for missed days.**
- ❖ For families requiring continual childcare, please complete the form below and **return it by August 1** to the Academy Office. Additional forms are available online at www.mtbethelchristian.org.

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After School Program Registration

CHILD'S NAME _____ GRADE (2005-2006) _____

PARENT/GUARDIAN _____ PHONE _____ CELL _____

- Yes, I will need continual after school care for my child throughout the school year. I understand I will be billed monthly for this service. If yes, please indicate which days you will need after school care:

_____ Mondays _____ Tuesdays _____ Wednesdays _____ Thursdays _____ Fridays

Comments: _____

- Yes, I will need childcare on a drop-in basis. I will notify the Academy Office 24 hours in advance.
- I anticipate my child will be participating in on site after school activities (choir, recreational sports, scouts, etc.). The Academy understands that registration for many activities may not take place until after the start of the school year. When available, please inform the after school director as to which activities and which days/times your child will be participating in extracurricular activities while in our care.

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I have made the above choices for my child in the Mt. Bethel Christian Academy After School Program. I understand I will be billed monthly for this service. **No refunds will be given for missed days.**

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*