

AFTER CARE REGISTRATION FORM

Please enter your child's grade for 2022 - 2023

Child's Name _____ Birthdate: _____ Grade: _____
Child's Name _____ Birthdate: _____ Grade: _____
Child's Name _____ Birthdate: _____ Grade: _____
Address: _____ City: _____ Zip: _____

Parent's Names: _____
Mom (Cell #): _____ Mom (work #): _____
Dad (Cell #): _____ Dad (work #): _____

In case of accident or illness and you cannot be reached; whom should we call?

1. _____ Phone: _____ Relationship: _____
2. _____ Phone: _____ Relationship: _____
3. _____ Phone: _____ Relationship: _____

The following people are authorized to pick up my children on my behalf:

1. _____ Phone: _____ Relationship: _____
2. _____ Phone: _____ Relationship: _____
3. _____ Phone: _____ Relationship: _____

If anyone other than the people listed above will be picking up, a written note must be given!

Is there any additional information we should know? (Allergies, medical information, etc)

I wish to enroll my child in the After Care Program. I understand that my children must be picked up by 6:00 p.m. I understand that there is a \$5.00 fee for every 5 minutes beyond that time. It is to be paid IMMEDIATELY.

Non-Refundable Registration Fee: \$25.00 per child due with form
After Care: \$15.00 per day; per child

**ST. MICHAEL AFTER CARE PROGRAM
INFORMATION REGARDING LEGAL CUSTODY
MUST BE COMPLETED**

Children's names: _____ Date: _____

Children live with:	_____	Both natural parents
	_____	natural father, step-parent
	_____	natural mother, step-parent
	_____	only mother
	_____	only father
	_____	grandparents w/legal custody
	_____	relative w/legal custody

Residential parent/guardian:

Name: _____

Address: _____

City/Zip: _____

Phone: _____

Is there a court order (or pending order) affecting custody/residency of children?
Yes/No

Please attach a certified copy of the page of the court decision bearing the case number and those sections referring to visitation rights and contact with the school. Also, include the page bearing the judge's signature and court seal. This copy should include all modifications made as of the date of the registration of the child in school. It is also the responsibility of the parents to inform the After Care Director of any subsequent modifications during the child's tenure at the school.

IF THE SCHOOL OFFICE HAS THE ABOVE COPY, YOU MAY ASK THEM TO XEROX IT AND SEND IT TO THE AFTER CARE DIRECTOR.

Non-residential (custodial) parent:

Name: _____

Address: _____

City/Zip: _____

Phone: _____

Is the non-custodial parent allowed to pick child up from After Care Program? _____

**AFTER CARE
PAYMENT AUTHORIZATION**

Child's Name: _____ Child's Name: _____

_____ Debit the account that is on file for 2022 – 2023 tuition payments.

_____ Debit the account included on the attached voided check.

After Care is \$15.00 a day; per child

Everyone utilizing St. Michael After Care program authorizes the Direct Debit of their account the amount owed to the program for services rendered on the 2nd and 4th Monday of each month. If you do not submit a VOIDED check, the Direct Debit will be charged against the checking account used to pay your family's monthly tuition fee. This form will need to be filled out each school year.

Parent/Guardian Signature _____ Date: _____

Parent/Guardian Printed _____ Date: _____

St. Michael Parish After Care Program

GOALS

The goal and priority of our After Care program is to provide a safe and pleasant environment for the children attending St. Michael School. This supervision will include activities which are appropriate for the grade of each individual child and will develop positive social relationships with others.

AFTER CARE

The After Care Program (ACP) starts at 2:15 p.m. and ends at 6:00 p.m. and includes students in Kindergarten thru eighth grade. The staff/child ratio this year 1/9 due to Covid restrictions. In order to use our After Care Program your child needs to be registered. You are free to use the program as much or as little as your family needs. You will need to fill out our registration form and pay the \$25 registration fee per child. You will also have to sign off on other forms indicating you understand all of the programs policies.

Daily schedules may vary, but here is a sample schedule:

2:15 - 3:00 p.m.	Change clothes, attendance, snack (must bring own)
3:00 - 4:30 p.m.	Room available for quiet homework time
5:30 - 6:00 p.m.	Clean up, prepare to go home

The ACP is only open on the days school is open. Our service starts the first full day of school. ACP is open on FULL days only (2:15 p.m. dismissal). If you pick up your child early from school for a doctor's appointment and they are not signed back into school before the time of dismissal your child will not be able to attend after care that day.

SAFETY

Your child's safety is one of our main concerns. Our safety policies are as follows:

- No child shall ever be left alone or unsupervised. Children, however, do use the lavatory on their own.
- Attendance is taken daily at 2:30 p.m.
- It is important to know how your child is going home each day. It is important to let your child's teacher know as well as myself which days your child will be using after care. If your plans change, please send 2 separate notes addressed to both the classroom teacher and to ACP.

- The best way to get a hold of me quickly is emailing me directly at: **jamie.kukoleck@stmichaelschoolinfo.com.**
- Please let us know if your child is involved in any after school activities so we are aware that your child will be coming down to after care later than the time of normal dismissal on certain days it is appreciated.

DISCIPLINE POLICY

Behavior problems are handled with time outs, taking away privileges, writing in discipline note book and/or discussion with the child. If the problem continues, parents will be notified. Children are expected to follow the same rules as when they are in school. They are to respect one another and all staff while they are in After Care. For serious or persistent behavior problems, Behavior Notices will be given. If your child received a behavior notice, please sign and return it to After Care the next day.

BEHAVIOR NOTICES

PINK SLIP:

A Pink Slip will be given after several warnings have been given and behavior does not change. These slips can be given when not following the rules such as (bullying or picking on other children, being disrespectful to staff, purposely destroying toys/equipment, disobeying electronic rules, inappropriate language, etc.). When receiving a pink slip, parents will be notified at pick up and will need to sign an return. Every 3 pink slips given will equal one of our blue slips.

BLUE SLIP:

A Blue Slip will be given automatically if a child is involved in a physical fight, with the intent to injure or harm another child. We have Zero tolerance for physical fighting and they will automatically receive a one day suspension. The director reserves the right to interpret and act upon all situations based on individual circumstances. If your child receives a blue slip parent must sign and return form by the next day. Every time a child receives a blue slip it will be a one day suspension from before and after care. A child who received three behavior notices will be suspended from the After Care Program (a.m. and p.m.) for three school days. If that child receives a total of four behavior notices, the family will be asked to make other arrangements for their child for before and after school for the remainder of the school year.

At any time, the Director reserves the right to ask for a meeting with the parents if behavior issues continue to be a problem. All students in our After Care Program are representatives of St. Michael School and are expected to act in such a way.

PICK UP RULES & LOCATION

You can pick up your child at St. Francis Center (Sunset & 2nd) next to school property. They must be picked up by 6:00 p.m. ACP Children will only be dismissed to a parent or those designated on the registration form. Until we get to know you, we may require a driver's license or some form of photo I.D. Children must be signed out on our daily sign out sheet by the designated adult. If someone other than the designated people listed needs to pick up your child, we must be notified in writing or by phone and given his/her name. They must have I.D. with them at the time of pick up. **There will be an immediate \$5 late fee per child for every five minutes you are late.**

HEALTH POLICIES

Illness-children who show signs of illness such as sore throat, ear ache, fever, vomiting, diarrhea, or persistent cough must be kept at home. **A child must be kept at home for 24 hours after having a fever. A child having any of the following symptoms at ACP must be picked up: fever over 99.4, skin rashes, vomiting, diarrhea and head lice.**

Medication-we follow the same policy as the school. A form must be filled out completely by a physician and parent before we can give either prescription or over the counter medications-this includes vitamins, cough drops, Tylenol, allergy medicine, etc.

A medical emergency form must be filled out for each child. This is in addition to the one filled out for the school.

CLOTHING

Your child is allowed to bring a change of clothes to ACP. It is also their responsibility to make sure all of their clothing is put away back in their bag so nothing is lost or left behind. Clothing must follow the school's "dress down day" policy. Please be sure your child brings clothing appropriate for the weather. I would also like to recommend writing your child's name or initials on all clothing. Keep in mind especially when wearing uniforms most of the children's clothes all look alike and it is hard to know what clothes belong to which child. In the past a lot of items are left behind or lost because we don't know who they belong to. Gym type shoes are preferred for safety purposes.

FEES AND PAYMENT METHOD

- **ACP - \$25.00 yearly non-refundable registration fee per child; daily fees are \$15.00 per child per day.**
- **After Care billing** will be every two weeks. You will automatically be charged the 2nd and 4th Mondays of each month.
- **We will also be sticking with the billing system. I cannot have money coming in at all separate times prepaying and billing. In order for the software program to work efficiently I need to make sure payments are done all in one way.**

ELECTRONIC POLICY

Only children in grades 6th - 8th are permitted to bring electronic devices to the ACP. A permission slip must be signed by a parent and the child each school year before bringing in devices to ACP. If your child brings in a device it is the child's responsibility to take care of their belongings and put them away when not using them. We are not responsible if something breaks or is lost. Also, no pictures or video is allowed while at After Care. If I find out any pictures are being taken or posted on any kind of social media your phone privileges can be taken away. Please note that bringing an electronic device to ACP is a privilege, and as such a privilege can be taken away if the ACP staff feels it necessary.

SNACK TIME

There will be a designated snack time each day. Due to the growing number of children with food allergies, we ask that each child bring a snack and beverage from home to have for snack time. Children are not allowed to share their snacks or to bring in beverages in glass bottles. Please be sure to let ACP staff know if your child has a food allergy that requires special seating arrangements during snack time.

Children must clean up area before leaving-returning toys to their proper location and cleaning up at their snack.

HOMEWORK TIME

GRADES KINDERGARTEN AND 1

Homework is done with adult supervision. We will work with two or three children at a time. We primarily help them complete work sheets and simple solution workbooks. If you prefer to work on homework at home with your child please let us know. Parents are asked to write their child's name on their simple solutions workbook so we know who it belongs to if left out or behind. This is also their responsibility to make sure they put their homework back in their bags when they are done. Please double check their bags to make sure nothing is left behind before leaving for the day.

Grades 2 - 8

Homework at this grade level is done independently. The children are given time to complete their homework. **Our staff does not know what homework assignment each child has so it is your child's responsibility to use this time wisely and finish his/her homework.** We are here to help them if necessary. Children are asked to not bother or distract others during this time if they have already completed their work. **No child is allowed back up to the classroom for forgotten supplies.** This is enforced through the school, this is for their safety and to teach them responsibility.

