

**BEFORE & AFTER CARE
REGISTRATION
2012-2013**



We commit ourselves in love to train parents and children to obey God, instructing them through academic excellence to be salt and light in the world.

BEFORE & AFTER CARE COSTS

REGISTRATION FEES: Fees are always due at the time of application. Tuition and Before/After Care costs may be included in the same check. Parents who register students after June 1st are required to catch up on their first payment.

GENERAL REGISTRATION FEE FOR BEFORE/AFTER CARE: \$25 per child

COSTS PER STUDENT

PROGRAM	PER YEAR	SEMESTER	QUARTER	MONTH*
Before Care only	\$1,700	\$850	\$425	\$170
After Care only	\$2,380	\$1,190	\$595	\$238
Before & After Care	\$4,080	\$2,040	\$1,020	\$408

Payments will be drawn on either the 5th or 20th of the following months:

Monthly Payments: June, August - April
Quarterly Payments: June, Oct., Jan., March
Semester Payments: June and January
Yearly Payments: June

All payments will be made through FACTS.

PRE-REGISTRATION REQUIRED

\$25.00 per child (Nonrefundable)

(Make check payable to GCA and mark in the memo "Before/After Care Registration")

BEFORE CARE: 6:30 A.M. – 8:15 A.M.

- \$170 per month;
- Parent will be responsible for completing registration card, health inventory, lead screening, and "All About Me" form before child can attend Before Care.

AFTER CARE: 3:00 P.M. – 6:30 P.M.

- \$238 per month;
- Available every school day only (includes half days);
- Parent will be responsible for filling out registration card, health inventory, lead screening, and "All About Me" form before child can attend After Care.

LATE PICKUP

- Late charges will be assessed starting at **6:31 p.m.**
- \$8.00 per child per 15 minutes or any portion thereof.
- Repeated late pick-up from After Care will result in removal from the program.

NO EXCEPTIONS

- Before and After Care slots are filled on a first-come, first-serve basis.
- Before and After Care is not a "drop in" program. Students must be registered.

REGISTRATION

All Before Care and After Care students must have an **updated** Emergency form and “All About Me” form on file **before** they will be allowed in the program. Also, new participants must submit a Health Inventory form for each child. Children in preschool through first grade must submit lead screening.

If you wish to change your program or withdraw from the Before/After Care program, you must fill out a Program Change/Withdrawal form. The form is available on our website or in the school office.

HOURS OF OPERATION

- Before Care: 6:30 a.m.-8:15 a.m.
- After Care: 3:00 p.m.-6:30 p.m.

After care is provided every school day including half days.

OPERATING PROCEDURES

Each day you need to sign your student in to Before Care and sign your student out from After Care, noting the time of drop-off and pickup.

SPECIAL CLOSINGS/OPENINGS

On early release days, after school care will be available for those students registered in an **After Care** program.

FEEES

- Late fee of \$8.00 per child per 15 minutes or any portion thereof after 6:30 p.m.
- Administrative fee of \$15.00 applied when changing care program during a school year (i.e., Before Care only to before and After Care, etc.). A Program Change/Withdrawal Form must be filled out and turned into the school office before a change can be made.
- Repeated late pick-up from After Care may result in removal from the program. Removal from the program is at the discretion of the Director.

DRESS CODE

All Before Care students must come to school in proper uniform.
All After Care students must remain in uniform.

DAILY SNACKS

- Students are to come to school having already had breakfast. Snacks are not permitted in Before Care.
- Afternoon snacks are to be provided by the family.

DAILY HOMEWORK TIME

All students except preschool and kindergarten will have a 30-minute homework period in After Care. Older students will be given extra homework time if needed.

AFTER SCHOOL ACTIVITIES

Your student will have different, age appropriate, activities each day in After Care. There will be board games, group games, outside games, story telling, videos, puzzles and creative alternatives.

ATHLETIC PARTICIPATION

Students that are involved in after school sports (6th-12th grade only), are expected to return to After Care immediately following the completion of practice or a game. Students are not permitted to stay and watch the next practice or game.

WITHDRAWAL

If you desire to withdraw your student from the Before/After Care Program, you must fill out a withdrawal form. The forms are available on our website and in the school office.

If after withdrawal from the program care is needed, it is understood that you must re-apply and pay the registration fee again. Space is not guaranteed after a student has been withdrawn from the program.

**BEFORE/AFTER CARE
REGISTRATION FORM
2012/2013**

Please fill out one form per child.

Student Name: _____

Student Grade: _____

Please choose ONE from the following options:

_____ **BEFORE CARE ONLY** (6:30 a.m.-8:15 a.m.)

_____ **AFTER CARE ONLY** (3:00 p.m.-6:30 p.m)

_____ **BEFORE & AFTER CARE** (6:30 am - 8:15 am & 3:00 pm - 6:30 pm)

Please Print Parent(s) /Guardian(s) Name

Parent(s) /Guardian(s) Signature

Date

Office Use Only

_____ Registration Fee Paid

_____ "All About Me" Form Received

_____ Health Inventory w/Lead Screening Received

MARYLAND STATE DEPARTMENT OF EDUCATION
Office of Child Care

ALL ABOUT MY CHILD
INSTRUCTIONS FOR PARENT WITH ELEMENTARY CHILD

This tool was developed to help your childcare provider support the growth and development of your child while creating a safe stable and healthy environment for all children.

STEP 1: INFORMATION TO BE COMPLETED BY THE PARENT/GUARDIAN

IDENTIFYING INFORMATION: Fill in identifying information including your child's nickname.

THINGS MY CHILD DOES WELL: Indicate characteristics of your child's behavior and skills, which you consider to be things your child does well in the following areas: physical activity, language, self-care, emotional, and social. Examples could include your child's problem solving ability, inquisitiveness, expression of thoughts, sharing ability, climbing skills, ability to use a spoon, fork, or drinking cup. Your child care provider can use these examples to help your child develop new skills.

WHAT MY CHILD LIKES AND DISLIKES: Indicate your child's likes and dislikes including toys, objects, people, foods, and activities. Indicate if fear is associated with any dislikes and discuss with your provider. Making a note of your child's likes and dislikes will help the provider make your child feel more comfortable.

THINGS MY CHILD MIGHT NEED HELP WITH: Indicate if the child requires individual attention. This may be required only during certain activities or during the entire time the child is in care. Some examples are help with tying shoes, encouragement to participate in group activities or to sit still, or reinforcement of a behavior management program. Any need for additional supervision is determined between the parent/guardian and the provider.

STEP II: THE PROVIDER'S PART

SPECIAL ADAPTATIONS THE PROGRAM WILL MAKE AT THIS TIME: *(For the use of the provider when necessary):* In addition to the established provisions of the program, indicate any modification of the program necessary to meet the unique needs of this child. Examples may include adding activities that this child especially likes or performs well, providing extra supervision when the child is performing difficult activities, removing anything to which the child is allergic, rescheduling activities so that they do not interfere with any treatments, moving furniture to accommodate wheelchairs, and adapting activities so that the child will be included. Decisions may be made in cooperation with the parent/guardian.

STEP III: USE OF THE INFORMATION GATHERED

ONGOING: The provider should be familiar with the information gathered on this form before working with the child. *All information collected shall be confidential. Written parental permission must be obtained prior to sharing this information with anyone other than the provider(s) and the Child Care Administration's Licensing Specialist. The information needs to be updated as the child's need(s) change or at a minimum annually.* Revision of program plans can occur at any time based on observations of the child or updated evaluations (it may be helpful to make updates in a different color ink). It is important that the parent/guardian and provider devote time to discuss the child's day-to-day behavior and participation in activities. By doing this routinely, problems can be prevented.

DAILY: The provider/staff must have daily access to each child's personal information in order to adequately provide for the safety and care of each child. The information may be used to schedule procedures, treatments, program modifications, and/or additional supervision. The provider plans the program of activities to enable each child to participate with the group as much as possible.

ANNUALLY: This information must be reviewed and updated *at least once a year* by the parent/guardian. The parent/guardian and provider must initial and date the form when it is reviewed each year.

GRACE CHRISTIAN ACADEMY of MARYLAND BEFOR/AFTER CARE PROGRAM
GRADES PK-5TH

INFORMATION ABOUT _____ **Grade:** _____
Child's name (include nickname)

The information contained herein is for confidential use only

THINGS MY CHILD DOES WELL

WHAT MY CHILD LIKES AND DISLIKES

THINGS MY CHILD MIGHT NEED HELP WITH

MEDICAL CONDITIONS OR ALLERGIES

This information is intended for use by GCA before and after care program. This is not intended to be a legally binding contract.

SIGNATURES:

Parent/Guardian: _____ Date: _____

Provider: _____ Date: _____

MARYLAND STATE DEPARTMENT OF EDUCATION
Office of Child Care

ALL ABOUT MY CHILD

INSTRUCTIONS FOR PARENT WITH MIDDLE OR HIGH SCHOOL CHILD

This tool was developed to help your child care provider support the growth and development of your child while creating a safe stable and healthy environment for all children.

STEP 1: INFORMATION TO BE COMPLETED BY THE PARENT/GUARDIAN

IDENTIFYING INFORMATION: Fill in identifying information including your child's nickname.

I EXPECT MY CHILD TO FINISH...OF HIS/HER HOMEWORK DURING EXTENDED CARE: Please indicate how much of your child's homework you want him/her to complete. All, some or none.

THINGS / SUBJECTS MY CHILD MIGHT NEED HELP WITH: Indicate if the child requires individual attention. This may be required only during certain activities or during the entire time the child is in care. Some examples are encouragement to participate in group activities or to sit still, or reinforcement of a behavior management program. Any need for additional supervision is determined between the parent/guardian and the provider.

AFTER SCHOOL ACTIVITIES IN WHICH MY CHILD MIGHT PARTICIPATE: List all clubs, sports or other activities your child might participate in during the after school extended care hours. This will help the provider to know what hours and days your child will be attending extended care.

STEP II: THE PROVIDER'S PART

SPECIAL ADAPTATIONS THE PROGRAM WILL MAKE AT THIS TIME: *(For the use of the provider when necessary):* In addition to the established provisions of the program, indicate any modification of the program necessary to meet the unique needs of this child. Examples may include adding activities that this child especially likes or performs well, providing extra supervision when the child is performing difficult activities, removing anything to which the child is allergic, rescheduling activities so that they do not interfere with any treatments, moving furniture to accommodate wheelchairs, and adapting activities so that the child will be included. Decisions may be made in cooperation with the parent/guardian.

STEP III: USE OF THE INFORMATION GATHERED

ONGOING: The provider should be familiar with the information gathered on this form before working with the child. *All information collected shall be confidential. Written parental permission must be obtained prior to sharing this information with anyone other than the provider(s) and the Child Care Administration's Licensing Specialist. The information needs to be updated as the child's need(s) change or at a minimum annually.* Revision of program plans can occur at any time based on observations of the child or updated evaluations (it may be helpful to make updates in a different color ink). It is important that the parent/guardian and provider devote time to discuss the child's day-to-day behavior and participation in activities. By doing this routinely, problems can be prevented.

DAILY: The provider/staff must have daily access to each child's personal information in order to adequately provide for the safety and care of each child. The information may be used to schedule procedures, treatments, program modifications, and/or additional supervision. The provider plans the program of activities to enable each child to participate with the group as much as possible.

ANNUALLY: This information must be reviewed and updated *at least once a year* by the parent/guardian. The parent/guardian and provider must initial and date the form when it is reviewed each year.

GRACE CHRISTIAN ACADEMY of MARYLAND BEFOR/AFTER CARE PROGRAM
GRADES 6TH-12TH

INFORMATION ABOUT _____ **Grade:** _____
Child's name (include nickname)

The information contained herein is for confidential use only

I EXPECT MY CHILD TO FINISH...OF HIS/HER HOMEWORK DURING AFTER CARE

ALL SOME NONE

THINGS / SUBJECTS MY CHILD MIGHT NEED HELP WITH

AFTER SCHOOL ACTIVITIES IN WHICH MY CHILD MIGHT PARTICIPATE

MEDICAL CONDITIONS OR ALLERGIES

This information is intended for use by GCA before/after care program. This is not intended to be a legally binding contract.

SIGNATURES:

Parent/Guardian: _____ Date: _____

Provider: _____ Date: _____