

Annapolis Area Christian School

RIDGELY CAMPUS BEFORE/AFTERCARE PARENT INFORMATION

Before and Aftercare is a service provided by AACCS to parents to enable them to arrange their work and travel schedules more effectively. Before and Aftercare is entirely user supported.

We must receive fees on time to meet expenses incurred in providing the service.

HOURS OF OPERATION

- ❖ 7:00-8:00 a.m. and 3:00-6:00 p.m. Monday through Friday on school days

OPERATING PRINCIPLES

- ❖ Students arriving before 8:00 a.m. must go to Beforecare in the gym and must sign in.
- ❖ Students will meet in the Gym at 3:00 p.m. after dismissal.
- ❖ Students not picked up from car line will be taken to join aftercare (fee will apply).
- ❖ Students will all proceed to the MODS where they can be signed out by their parent/guardian.

SPECIAL CLOSINGS/OPENINGS

- ❖ There will be **no** Aftercare prior to Christmas break.
- ❖ Before care will **not** be available on weather-related delayed-opening days.
- ❖ There will be **no** Aftercare on weather-related school closing days or early dismissals.

REGISTRATION, FEES AND PAYMENTS

All Before and Aftercare students must have the following on file prior to using the service:

- ❖ A) Complete Emergency Form (must have current date and 3 contact information)
- ❖ B) Health Inventory Form (must have a physician signature and current date)
- ❖ C) Registration Card (must have days and times service is needed)
- ❖ Space is limited. The spaces are filled on a first come, first serve basis.
- ❖ \$15.00 (Non-refundable) Registration Fee per child, \$10.00 second child, \$30.00 max. per family.
- ❖ Pick-up from 3:00- 4:00pm will be charged \$6.60 per child
- ❖ Between 4:00pm – 6:00pm every increment of fifteen minutes will be charged an additional \$1.65
- ❖ Aftercare ends at **6:00pm**. A \$10.00 minimum late fee is charged for the first ten minutes with a \$1.00 per minute fee incurred thereafter.
- ❖ **Aftercare service will no longer be available if you are late 3 times in picking up your child,**
- ❖ Payment is due to Aftercare at the end of the month. *A late charge of \$15.00 will be added for payments made after the 10th of the following month.*

Drop-ins must give at least 24 hours prior notice, if space is available.

- ❖ \$7.60 first hour, paid the day of service. Student must also have an ER card on file.
- ❖ Between 4:00pm – 6:00pm every increment of fifteen minutes will be charged an additional \$1.90

DRESS CODE and PHONE USE

- ❖ All Beforecare students must come to school in proper uniform.
- ❖ All Aftercare students must remain in uniform unless a written permission is provided by parents/guardians to the Child care Director.
- ❖ **Please label ALL your students belonging.**
- ❖ Students are not allowed to use their personal cell phone while in the service, unless there is an emergency.

DAILY SNACKS

- ❖ Your student will have a snack time in Aftercare. Please provide a healthy snack of fruit, crackers, juice etc. Please do not send gum or sodas.
- ❖ Food sharing is not allowed. We have students with peanut and other food allergies.

DAILY HOMEWORK and ACTIVITIES TIME

- ❖ All students will have at least a 30-minute homework period in Aftercare. *Please make sure they bring needed supplies such as: extra pencils, pen, papers, ruler, erasers, etc.* in their backpack.
- ❖ Students are not allowed to return to their classrooms after dismissal.

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