

# Annapolis Area Christian School

## SEVERN 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 7:45 a.m. must go to Before care in the gym and must sign in.
- ❖ Students will meet in the Gym at 2:45 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 Gym 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 points of contact information on file)
- ❖ **B) 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 2:45-3:45pm will be charged \$6.60 per child
- ❖ Between 3:45pm – 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 10<sup>th</sup> of the following month.*

### Drop-ins are Welcome!

**Please call the Lower School Office before end of school day, if you will need to send your child to Aftercare, to confirm that space is available.**

- ❖ \$7.60 first hour, paid the day of service. *Student must also have an emergency card on file.*
- ❖ Between 3:45pm – 6:00pm every increment of fifteen minutes will be charged an additional \$1.65

### DRESS CODE and PHONE USE

- ❖ All Before care 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 or any electronics while in the service, unless there is an emergency. (Same policy as a normal school day)

### DAILY SNACKS

- ❖ Your student will have a snack time in Aftercare. Please provide a healthy snack of fruit, crackers, and water/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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