



EXTENDED CARE ENROLLMENT FORM

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

Guardian 1 Name: _____ Phone/Cell: _____

Guardian 2 Name: _____ Phone/Cell: _____

Sign Out Authorization

Please list names of all people who have your written consent to sign out your student(s) from After-Care at **any time**. A photo I.D. may be required.

Name	Relationship	Phone Number

If someone not listed above must pick up your child, you must call ahead and notify the Extended Care Program personnel.

Special Medical Conditions/Food Allergies:

I have read the Before/After School Care Regulations and I agree to support them.

Parent/Guardian Signature

Date

Please indicate your choice for billing purposes (see rates on 2nd page):

ELEMENTARY (K-5th)

SECONDARY (6th-12th)

____ Before-School drop-in rate (\$5/hr.)

____ After-School drop-in rate (\$5/hr.)

All will be billed at the rate of \$5 per hour.

____ Before-school monthly rate (\$80)

____ After-School monthly rate (\$180)

***Please return this form to Melissa Hartwick or email to hartwickm@ma-kc.org.**



BEFORE & AFTER-SCHOOL CARE REGULATIONS

1. Before-School Care will be available for all students starting at 7:00 am.
2. After-School Care is available from 3:30-5:30pm.
3. Elementary students will report to the After-School Care if not picked up by 3:30pm.
4. Secondary students not picked up by 3:30pm are required to report to the Library for Extended Care unless they are in Helps class with teachers. Once Helps classes are over, they are to report to the Library for Extended Care or to the Office to await pick-up from parents.
5. Students not picked up by 5:30pm will be billed a \$1 per minute late charge.
6. The After-School Care Program Supervisor is in charge and students must obey the program rules and any specific directions given. The After-School Care Supervisor will inform the parents and Principal if there are any problems. The same rules that apply for school apply to After-School Care. The principal may discipline students on the day following the offense.
7. Extended Care is a privilege that can be taken away if multiple offenses occur.
8. After-School Care Staff are not allowed to unlock/open classrooms for forgotten items.
9. Students may bring their own snacks.
10. Games, crafts, and computers are available in After-School Care. If a student gets an item out, they must put it back before leaving.
11. **Please fill out the Before & After-School Care information sheet even if you are not using the program on a regular basis.** We understand emergencies happen.

Please call 913-631-0637 if you are going to be late picking up your child

Elementary

Before-School Drop-In: The drop-in rate per student is \$5.00 per hour (or any part of any hour). Students arriving after 7:50am will not be billed.

After-School Drop-In: The drop-in rate per student is \$5.00 per hour (or any part of an hour). Students **must** be picked up by 5:30. **After 5:30 pm, the rate is \$1.00 per minute.** (If your student is picked up by 3:30pm, you will not be billed).

Monthly Rate Option: Before-School Care - \$80.00; After-School Care- \$180.00

Secondary

After-School Care Charges: The rate per student is \$5.00 per hour (or any part of an hour). Charges apply 3:30 pm – 5:30pm. **After 5:30pm, the rate is \$1.00 per minute.**

***All billing for Before and After-Care will be charged to your Smart Tuition account on a monthly basis.**

If you have any questions, please email Melissa Hartwick, Extended Care Director at 913-631-0637

***This page is for you to keep.**