

Avon Grove Charter School
Extended Childcare Parent Handbook

Program Hours

Before Care

Hours of Operation: 7:00 am – 8:05 am

After Care

Hours of Operation: Regular School Day – 3:15 pm – 6:00 pm

Early Dismissal Day – 11:30 am – 6:00 pm

Contact Information

Jamie Horne

AGCS Childcare Coordinator

jhorne@agcharter.org

If you have an emergency and/or picking up your child late, please contact 610-255-5325.

If you are making changes to your child's dismissal, please email Jamie Horne and your child's teacher notating the change.

Childcare Program Staff

Our staff consists of AGCS classroom teachers, special area teachers, instructional assistants, and local college students.

Program Registration

This program is available to any AGCS student from kindergarten through sixth grade.

Families interested in registering their students for the program must complete the following:

- Registration form (see attached)
- Provide the required registration fee
 - \$30 for one student
 - \$50 for two or more students

Requests will not be processed until the registration form and payment is received. Please note that all registration fees are non-refundable.

Invoicing

Invoices will be handed out to parents on a monthly basis. Invoices are created for the month in advance (i.e. invoices handed out in September that are due on 10/1 will be for the month of October's tuition). If you would like your invoice emailed, please let us know.

Tuition Payments

Payments are due in advance on the 1st of every month. Payment can be made via cash, check made payable to AGCS, or online at <https://payments.efundsforschools.com/v3/districts/56460/>.

Tuition is only adjusted for days when AGCS is scheduled to be closed for an extended period of time (i.e. June). In this instance, invoices will be pro-rated.

We offer 3 day childcare and 5 day childcare. Please see below for rates:

	Before Care 7am-8:05am	After Care 3pm-6pm	Before & After Care
3 days a week	\$145/month per child	\$240/month per child	\$265/month per child
5 days a week	\$200/month per child	\$400/month per child	\$440/month per child

AGCS' Childcare Program will not be responsible for lost payments sent to school with your children. You may hand payments directly to a Childcare Staff Member, or send your payment in with your student.

Childcare is considered a commitment, therefore if there is ever a day your child is absent from school, you are still required to pay the full month tuition rates.

There will be a late fee of \$15.00 assessed to your parent account if a tuition payment is not received by the 1st of the month.

Drop-off and Pick-up Procedures

Before Care

To ensure the safety of all students, parents/guardians must sign their students in at morning drop-off. Before Care runs from 7:00 am – 8:05 am. If your child is not in Before Care by 7:55 am, you will be asked to drop your child off in carline or bring your child into the front doors.

After Care

To ensure the safety of all students, parents/guardians must sign their students out at afternoon pick-up. Parents/guardians are not permitted to walk through the school building. Parents/guardians must stay in the sign-out area. Parents/guardians are responsible for their child's behavior while accompanying their child out of the building. Students must remain inside the building at all times unless a parent/guardian is walking out of the building with them.

Our staff will not release any child under any circumstance to an individual who is not authorized by the parent or guardian in writing. Recognizing that student safety is our main priority, parents/guardians should alert staff in advance to any changes in your child's pick-up routine. All changes must be authorized via email or a written note. Photo identification will be required at any time a parent/guardian is not recognized by staff.

If there is a special circumstance involving custody, a copy of the court order must be provided at the time of enrollment or at the time it is issued.

Late Pick-up

If a parent/guardian is not in the building by 6:00 pm, a late pick-up fee of \$1.00 per minute will be charged to the family's account. Parents/guardians who know in advance that they are running late must notify staff by calling 610-255-5325 as soon as possible. Any student who has ongoing late pick-ups during the school year could be dismissed from the program.

Behavior Management

Children are expected to comply with all regular school rules and regulations. A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to themselves or to the well-being of others.

Daily Snack

A healthy snack will be provided everyday for students enrolled in the program. Students are also able to bring their own nut-free healthy snack to eat during the designated snack time.

Weather-Related School Closings

Parents will be notified via phone and/or email of any changes to a regularly scheduled extended care day due to inclement weather.

Receipt and Acknowledgement of AGCS' Childcare Program Parent Handbook

Please read the following statement and sign.

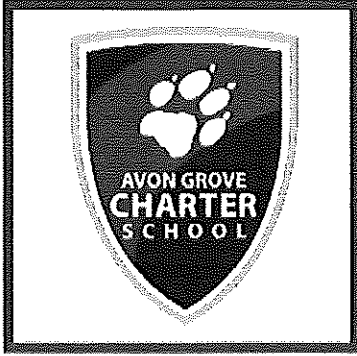
I have received and read a copy of AGCS' Childcare Program Parent Handbook. I understand that the expectations and procedures detailed in this handbook are enforced during the hours of the Childcare Program. By signing below, I acknowledge my receipt and understanding of such policies, procedures, and expectations within the handbook. I agree to uphold them.

Parent/Guardian Signature

Parent/Guardian Printed Name

Student Printed Name

Date



Avon Grove Charter School Before & After Care Registration Form

Name of Child: _____ Date of Birth: _____

Age of Child by the start of the school year: _____ Male Female

Please Circle

Registration Information

Requirements:

- Submit completed registration forms (submit via email to jhorne@agcharter.org or in person)
- A one time registration fee - \$30 for one student, \$50 for family (cash, check or eFunds)
- All students' accounts must be current or paid in full to be eligible
- Requests for registration will not be processed until a current, properly completed Registration Form and appropriate fees are received. Please note that all registration fees are non-refundable.

Before & After Care Hours (please circle the days your child is attending)

_____ Before School Care (7:00 am – 8:05 am) M T W TH F

_____ After School Care (3:15 pm – 6:00 pm) M T W TH F

Interested in care on half days ___ Yes ___ No

****Please note that there is a fee associated with half days for all students****

The fee for half day care will be \$30 per student.

We offer 3 day childcare and 5 day childcare. If your child is attending the 3 day option, you must select 3 set days. Switching days will not be permitted. Please see below for the rates.

	Before Care 7am-8:05am	After Care 3pm-6pm	Before & After Care
3 days a week	\$145/month per child	\$240/month per child	\$265/month per child
5 days a week	\$200/month per child	\$400/month per child	\$440/month per child

Parent/Guardian Information

Mother/Guardian Name: _____

Address: _____

Email: _____ Phone #: _____

Place of Employment: _____ Phone #: _____

Employment Address: _____

Father/Guardian Name: _____

Address: _____

Email: _____ Phone #: _____

Place of Employment: _____ Phone #: _____

Employment Address: _____

If parents do not live at the same address, with whom does the child reside?

Is there a custody or visitation agreement?

___ Yes ___ No

If yes, please provide supporting documents.

Emergency Contact Information

Name: _____ Relationship: _____
Phone #: _____

Medical Information

Does your child have allergies to medications, food, latex, insect bites? _____
What happens: _____
Treatment: _____
Indicate student's serious medical conditions: _____

Authorized Pick-up Information (if applicable)

Name: _____ Relationship: _____
Name: _____ Relationship: _____
Name: _____ Relationship: _____

Drop-Off and Pick-Up Procedures

Morning Drop-Off

To ensure the safety of all students, parents/guardians must sign their students in at drop-off. Doors open at 7:00am. Any student not in Before Care by 7:55am must get in carline or be brought into the front doors beginning at 8:05am.

Afternoon Pick-Up

Parents/Guardians must sign their child out from AGCS Childcare. Parents/Guardians are not permitted to walk through the school building and must stay in the sign-out area. Parents/Guardians are responsible for their child's behavior while accompanying their child out of the building.

Our staff will not release a child under any circumstance to an individual who is not authorized by the parent or guardian in writing. Photo ID may be required.

Late Pick-Up Fee

I understand that there will be a late pick up fee of \$1.00 per minute beginning at 6:01pm.

Any student who has ongoing late pick-ups during Childcare will be dismissed from the program.

Signature of Parent/Guardian: _____

Date: _____

Tuition Policy/Procedure

Families must pay the Childcare Program tuition in advance. Tuition must be paid in full, and it is not affected by a child's program attendance. Tuition is not adjusted for student absences, disciplinary consequences, or emergency and/or weather-related school closings or early dismissals.

Childcare tuition is due in FULL by the 1st of every month (NO EXCEPTIONS) and can be submitted several ways. Acceptable forms of payment are cash, check, money order, or online through e-Funds. Please make checks and money orders payable to AGCS and include your child's name in the memo line. The program will not be responsible for lost payments sent to school with children.

Behavior Management

Children are expected to comply with all regular school rules and regulations. A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program.

Parent/Guardian Signed Releases

Emergency Medical Care Consent

I hereby grant permission to AGCS Childcare Staff to provide emergency medical treatment for my child in the event that I can not be contacted.

Signature of Parent/Guardian: _____

Date: _____

Photo Release

I hereby grant permission to AGCS Childcare Staff to photograph my child. As a result, images of your child may appear on our website and other social media platforms.

_____ I give my consent to this request.

_____ I do NOT give my consent to this request.

Signature of Parent/Guardian: _____

Date: _____

Movie Release

Throughout the school year, we will be using movies in aftercare to supplement lessons or use them as a reward. These movies have the possibility of having a rating of G or PG (parental guidance). By signing below, you are allowing your child to watch a PG rated movie in Childcare. If you do not wish for your child to watch a movie, we will provide them with an alternate activity.

Signature of Parent/Guardian: _____

Date: _____

Screen Time Release

I hereby grant permission for my child to have appropriate screen time during Childcare.

Signature of Parent/Guardian: _____

Date: _____

If there is any information you'd like Childcare Staff to know about your child, please list it below.

Please return this completed form and the non-refundable registration fee to AGCS Childcare Coordinator. Checks should be made payable to AGCS.

Registration fee is \$30 per child or \$50 per family.

Signature of Mother/Guardian: _____

Date: _____

Signature of Father/Guardian: _____

Date: _____