



# 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 ID 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: \_\_\_\_\_

### Before and After Care Hours

Elementary Before Care: 7-8:10AM      Secondary Before Care: 7-7:50AM  
Elementary After Care: 3:20-5:30PM      Secondary After Care: 3:10-5:30PM

There is no fee for Before Care. After Care is \$5.25 per hour and will be billed to your FACTS tuition account.

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

August 11,2025



## Before and After School Care Regulations

- Before School Care will be available for all students starting at 7AM and has no fee.
- After School Care is available from 3:30-5:30PM and is \$5.25 per hour or portion thereof.
- Elementary students will be taken to after school care if not picked up by 3:30.
- Secondary students not picked up by 3:30PM are required to report to the Nest for after care unless they are in help class with teachers.
- Students not picked up by 5:30 will be billed \$5 per minute late charge.
- 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 also apply to After School Care. The principal may discipline students on the day following an offense.
- Extended Care is a privilege that can be taken away if multiple offenses occur.
- After School Care staff are not allowed to unlock/open classrooms for forgotten items.
- Students may bring their own snacks.
- Games, crafts, and computers are available in After School Care. If a student gets an item out, they must put it back before leaving.
- **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***

\*All billing for Before and After Care will be charged to your FACTS tuition account

If you have any questions, please email Melissa Hartwick, Extended Care Director at  
hartwickm@ma-kc.org

August 11, 2025