



**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](mailto: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 1<sup>st</sup> 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. August/June). In this instance, invoices will be pro-rated.

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

	<b>Before Care</b> 7am-8:05am	<b>After Care</b> 3pm-6pm	<b>Before &amp; After Care</b>
<b>3 days a week</b>	\$145/month per child	\$240/month per child	\$265/month per child
<b>5 days a week</b>	\$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 your child's take home folder in an envelope addressed to Jamie Horne.

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 1<sup>st</sup> 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 and/or suspended from the program if the child's behavior is determined to be detrimental to themselves or to the well-being of others.

## ***Technology Policy***

Cell phones, iPads, Apple watches, smart watches and any other communication devices may not be used while in childcare. If you feel your child must have a cell phone, it must remain in their backpack, TURNED OFF during Childcare. Should a student want to contact a parent with one of those devices, the student may ask a staff member for assistance. Texting, cameras or any other videotaping devices are not permitted anytime during before and aftercare.

## ***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.

## ***Attention***

If you wish to communicate with the program coordinator, we ask that you are in the building no later than 5:45 as our program closes promptly at 6pm.

## **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.**

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**Parent/Guardian Signature**

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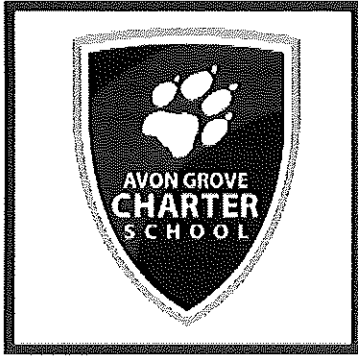
**Parent/Guardian Printed Name**

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**Student Printed Name**

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**Date**



## Avon Grove Charter School Before & After Care Registration Form

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age/Grade 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](mailto: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.

	<b>Before Care</b> 7am-8:05am	<b>After Care</b> 3pm-6pm	<b>Before &amp; After Care</b>
<b>3 days a week</b>	\$145/month per child	\$240/month per child	\$265/month per child
<b>5 days a week</b>	\$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: \_\_\_\_\_

Is there a custody or visitation agreement?  Yes  No  
 If yes, please provide supporting documents.

**Emergency Contact Information**

If parent/guardian is not available, please notify:

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.

There will be a \$15 late fee assessed to your account if tuition payment is not received by the 1st of the month.

### **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.

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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: \_\_\_\_\_