



Aftercare Sign-Up Packet
3-year-old – 6th grade

Aftercare Policies and Procedures

Aftercare is offered from 4:00 - 6:00 p.m. each day for an additional fee. Aftercare must be reserved **in advance** at the beginning of the school year. Days reserved will be billed monthly whether used or not. The reserved days will be billed at a flat monthly rate based on the chart found below and in the Financial Agreement. **IF you have a last-minute need for aftercare, you MUST call before 2:30 p.m. and secure a spot (if available).** These days will be billed at \$5 per day.

Monthly fee for # of days reserved per week

1 day per week	2 days per week	3 days per week	4 days per week
\$20	\$30	\$40	\$50

SNACKS

If your child is in the after-care program, an after-school snack MUST be provided.

HOMEWORK

The after-care provider can help with homework if there are a low number of students in after-care. However, it is not the responsibility of the after-care provider and not possible if there are high numbers of children staying in after-care.

MEDICATION

No medication will be given by Extended Care Staff.

EARLY DISMISSAL

If school is dismissed early for any reason, there will **NOT** be aftercare.

LATE PICK UP

The staff members who facilitate the aftercare program are scheduled and paid to work until 6:00 p.m. and not later. Many days they may have other scheduled commitments and responsibilities that they must attend to when their day is completed at MHCA. Therefore, while we understand that emergencies may surface beyond one's control, their time must be considered and respected. For families picking up their child(ren) later than 6:00 p.m. **there is a fee of \$4.00 per child, per each 5-minute increment after 6:00 p.m.** (1-5 min/\$4 per child; 6-10 min/\$8 per child; etc.) All aftercare charges are billed through FACTS.

Students are to be ready and parents/guardians are to arrive just **prior** to 6:00 p.m. allowing enough time to depart the school premises no later than 6:00 p.m. This will allow the staff members to leave on time and arrive at any appointments they may have.

MOUNTAIN HOME CHRISTIAN ACADEMY

AFTERCARE

SIGN-UP FORM

Regular Students

Students enrolled in Aftercare
on a permanent basis
(1 - 4 days a week).

Drop-In Students

Students that use Aftercare
on an occasional basis,
as space permits

Student's name _____

Parent/guardian Telephone Number:

(cell) _____ (home) _____ (work) _____

Regular or Drop In? Circle One: Regular Drop-In

Indicate **ALL** days of the week this student will be in Aftercare:

- Monday
- Tuesday
- Wednesday
- Thursday

Mountain Home Christian Academy Aftercare Student's Personal Data Sheet

1. Name _____ DOB _____
Father's name _____ Mother's name _____
Home address _____ Home phone _____
City _____ State _____ Zip _____ Cell Phone _____
Father's employer _____ Work phone _____ Work hours _____
Mother's employer _____ Work phone _____ Work hours _____
Date enrolled in school _____ Grade entering _____

2. Emergency Contact Information **ONLY PERSONS LISTED WILL BE ALLOWED TO TAKE CHILD FROM THE ACADEMY**

1. Name of person to call if parents cannot be reached _____
Relationship _____ Telephone _____
Address _____ City _____ State _____ Zip _____
Is this person authorized to take the child from the school? _____

LIST ALL OTHER ADULTS WHO ARE AUTHORIZED TO TAKE THE CHILD FROM THE SCHOOL: WILL BE CONTACTED IN ORDER GIVEN

2. Name _____ Relationship _____
Telephone # _____
3. Name _____ Relationship _____
Telephone # _____
4. Name _____ Relationship _____
Telephone # _____

3. *MEDICAL INFORMATION*

Child's Physician or emergency treatment facility _____
Address _____ City _____ State _____ Phone _____
I, _____ Father, Mother, Guardian of _____

do hereby give my consent to the Director of the Aftercare program or their duly appointed representative, for said child to receive medical or surgical aid as may be deemed necessary and expedient by a duly licensed or recognized physician or surgeon in case of an emergency when the parents cannot be reached. Consent is also given for the Director or duly appointed representative to transport said child for emergency medical treatment if the parents cannot be reached.

Signed _____ Date _____

Mountain Home Christian Academy
Aftercare

Discipline Policy Aftercare ONLY

Minimum Licensing Requirements for Child Care Facilities

Christian discipline is love.

We at MHCA expect the following characteristics in our students:

- a) Cheerful obedience
- b) Cooperation with others
- c) Courtesy & respect for others
- d) Truthfulness & honesty
- e) Respect for school property and property that belongs to others

When these characteristics are missing, the following steps of discipline will be taken:

- 1) Remove the child from the group
- 2) Loss of privileges
- 3) Notify parents
- 4) Parent/teacher conference
- 5) Removal from aftercare program

Our goal is to help children prepare for future success in school by learning self-control and discipline.

I have read and understand the discipline policy of the aftercare facility. I give my permission for the center to use all methods set out above.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

If the parent(s) disagree with any disciplinary method above, please list the method preferred:

Parent's signature _____

Date _____

PLEASE NOTE: Physical punishment shall not be administered to children.
(State Minimum Licensing Requirements for Child Care Centers 500.2)