

DAYSPRING CHRISTIAN ACADEMY
LOWER SCHOOL BEFORE AND AFTER SCHOOL PROGRAM
2019-2020 SCHOOL YEAR

The **LS Before School Program** will begin at 7:00 a.m. It is available for lower school students on all school days except delayed start days. Parents are asked to walk their student into the classroom (room 105) and sign them in. At 7:30 a.m. the students will join the other arriving students. Please note that a snack or breakfast is not provided during this time. All students attending the Before School Program are expected to adhere to the same guidelines listed below.

The **LS After School Program** will begin at 3:00 p.m. We are unable to provide this service on holidays, snow days or any early dismissal days, including unexpected early dismissals due to weather conditions. Please note that we may also need to cancel afterschool should it be snowing at or around normal dismissal time. A notification will be sent should this happen. There may be a minimal number of times where we may need to cancel the After School Program for other reasons, however, whenever possible, we will provide a few days' notice so families can plan accordingly.

Please note: Children in Grades 5 and below not picked up within 15 minutes of the dismissal time will be placed in the After School Program and an invoice will be issued.

While the After School Program is less formal and less structured than the regular school day, there is a basic daily schedule. The program will begin with some quiet time for homework, reading, etc., followed by playtime (outside, gym, or classroom), snack, and quiet play time.

The following are guidelines to set the tone for a successful Before School and After School Program:

1. In cases of illness (i.e., fever, vomiting), we will call you to pick up your child. We will not have enough staff to care for a sick child.
2. Although the After School Program is less structured, children are expected to exercise discipline and self-control during activities. The activities are a privilege and children who need to be continually disciplined during an activity will not be allowed to participate in it. Rules during study time are especially important and a disruptive child will be isolated from the group. Causes for dismissal are the following:
 - a. Persistent willful disobedience or disrespect
 - b. Violence or abuse towards other children or staff members
 - c. Destruction of school propertyParents will be kept informed if there are problems with a child's behavior.
3. The After School Program ends at **5:30 p.m.**
4. Parents needing to contact the Before or After School Program, outside of normal office hours, should call **717-285-2000 and choose the Afterschool Program option.**

The After School Program is located in room 105. When picking up your child, please enter the building and proceed up the stairs to your right. If you arrive after 4:00 p.m., please use the doorbell and a monitor will come to the door and allow you to enter the building. Thank you for your consideration of the above guidelines.

PAYMENT AGREEMENT – BEFORE SCHOOL PROGRAM

1. The cost for utilizing the Before School Program is \$2.50. Please note that this fee will apply if the program is used for any portion of the timeframe between 7 a.m. and 7:30 a.m. Please note that any student arriving before 7:30 will be placed in the Before School Program and an invoice will be issued.

PAYMENT AGREEMENT – AFTER SCHOOL PROGRAM

1. Cost for program (beginning at 3:00 p.m.)
 - Pick up between 3:00 – 4:00 = \$5.00
 - Pick up between 4:01 – 5:00 = \$9.00
 - Pick up between 5:01 p.m. - 5:30 p.m. = \$11.00

Statements will be sent home once a month. Payments must be made to the business office. If payment is two weeks late, parents will need to make other child care arrangements until payment is made in full. Report cards may be held if payments are not up to date.

2. A \$10.00 late pick up fee, per child, will be charged if your student(s) is not picked up by 5:30 p.m. This late fee is in addition to the rates listed above. This means that, if your child is picked up at 5:35 p.m., you will be charged a total of \$21.00, per child, for that particular day.

Please note that we must have a registration form on file for anyone using the Before/After School Program. In order to register for the current school year, you must be paid in full for prior years.

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BEFORE / AFTER SCHOOL PROGRAM
2019-2020 SCHOOL YEAR
Registration Form**

Parent's Name _____

Address _____

Phone Home _____ Work _____

Cell _____ Other _____

Which program will your child(ren) attend (circle one option): Before School After School Both Programs

Which days will your child(ren) attend? _____

What time will your child(ren) be picked up? (After School only) _____

Emergency contact name _____

Emergency contact phone Home _____ Cell _____

Who may pick up your child?(ren) _____

List the name(s) of the child(ren) to be registered:

	<u>Name</u>	<u>Birth Date</u>	<u>Grade</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Is your child(ren) on prescription medication? Yes _____ No _____

If yes, which child? _____

Name of Medication _____

Will he/she need to receive medication while attending the program? Yes _____ No _____

Does your child(ren) have any food allergies? Yes _____ No _____

If yes, which child? _____

What foods is he/she allergic to? _____

List any other allergies and/or special needs and name of child _____
