

DAYSPRING CHRISTIAN ACADEMY
LOWER SCHOOL (GRADES PRE-K TO 5) AFTERSCHOOL PROGRAM
2023-2024 SCHOOL YEAR

Dayspring is pleased to provide childcare after school hours for those parents who are unable to pick up students at the normal dismissal time due to work obligations. Please carefully review the information below and then complete a registration form.

The Lower School Afterschool 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 also be a minimal number of times where we may need to cancel the Afterschool 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 by 3:10 p.m. will be placed in the Afterschool Program and an invoice will be issued.

While the Afterschool Program is less formal and less structured than the regular school day, there is a basic daily schedule. The program consists of quiet time for homework, reading, playtime (outside, gym, or classroom), and snack.

The following are guidelines to set the tone for a successful Afterschool Program:

1. In cases of illness (i.e., fever, vomiting), we will call you to pick up your child. We will not have staff available after school to care for a sick child.
2. Although the Afterschool 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 Afterschool Program ends at 5:00 p.m.**
4. Parents needing to contact the Afterschool Program, outside of normal office hours, should call **717-285-2000 and choose the Afterschool Program option.**

The Afterschool Program is located in room 105 (PreK room). When picking up your child, please enter the building and proceed up the stairs to your left. If you arrive after 4:00 p.m., please use the doorbell marked for Afterschool 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

1. Registration Fee - \$25 per child (non-refundable and must be paid before utilizing the Afterschool Program)
2. Cost for program per child (beginning at 3:00 p.m.)

Pick up between 3:00 – 4:00 = \$8.00

Pick up between 4:01 – 5:00 = \$16.00

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.

Note: Late Pick-Ups - A \$10.00 late pick up fee, per child, will be charged if your student(s) is not picked up by 5:00 p.m. This late fee is in addition to the rates listed above. This means that if your child is picked up at 5:05 p.m., you will be charged a total of \$26.00, per child, for that particular day. **We do ask that this is only used in the case of emergencies. Also, if you find that you will be arriving past the end time of 5:00, we ask that you call ahead with an approximate time of your expected arrival.**

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

**DAYSPRING CHRISTIAN ACADEMY
AFTER SCHOOL PROGRAM
2023-2024 SCHOOL YEAR
Registration Form**

Please return completed form and registration fee to the main office prior to first time use.

Parent/Guardian's Name _____

Address _____

Phone Home _____ Work _____

Cell _____ Other _____

First day your child(ren) will attend the Afterschool Program _____

Which day(s) of the week will your child(ren) attend? _____

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

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 _____
