

**DAYSPRING CHRISTIAN ACADEMY**  
**LOWER SCHOOL (GRADES PRE-K TO 5) AFTER-SCHOOL PROGRAM**  
**2025-2026 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 if you desire to utilize this program.

**The Lower School After-school Program** will begin at 3:00 p.m. and is held in room 105. 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 after-school 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 After-school Program for other reasons, however, whenever possible, we will provide a few days' notice so families can plan accordingly. **Please note that we will not hold the After-school Program on the day of the Patriot's Celebration (10/24), Parent Teacher Conferences (11/6 and 2/26), Thanksgiving Exposed Prep and Dress Rehearsal (11/20), and the Staff Christmas Party (12/12).**

**Please note:** Any student in grades 5 and below, not picked up by 3:10 p.m., will be placed in the After-school Program and an invoice will be issued.

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 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 5:00 p.m.**
4. Parents needing to contact the After-school Program, outside of normal office hours, should call **717-285-2000** and choose the After-school Program option.

When picking up your child, please enter the building and proceed up the stairs to your left. For entrance after 4:00 p.m., you will need to call the main school number (717-285-2000) and choose the Afterschool option. Thank you for your consideration of the above guidelines.

**PAYMENT AGREEMENT – AFTER-SCHOOL PROGRAM**

1. Registration Fee - \$25 per child (non-refundable and must be paid before utilizing the After-school 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 childcare arrangements until payment is made in full. Report cards may be held if payments are not up to date.**

1. **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 After-school Program. In order to register for the current school year, you must be paid in full for prior years.**

**Please keep a copy of this information sheet for later reference.**

**DAYSpring CHRISTIAN ACADEMY  
AFTER-SCHOOL PROGRAM  
2025-2026 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    \_\_\_\_\_

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.	_____	_____	_____

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    \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\* Please note that the After-school monitors cannot administer medications.**