

**DAYSPRING CHRISTIAN ACADEMY**  
**LOWER SCHOOL (GRADES PRE-K TO 5) BEFORE AND AFTER-SCHOOL PROGRAM**  
**2025-2026 SCHOOL YEAR**

Dayspring is pleased to provide childcare before and after school hours for those parents who are unable to drop off or 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 either of these programs.

**The Lower School Before-school Program** will begin at 7:00 a.m. and is held in the auditorium (or a classroom choice of the monitor). It is available for lower school students on all school days except delayed start days. Parents are asked to walk their student into the school 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. **Those using the Before-school Program will be asked to notify the monitor of the days they plan to utilize the program each week as the monitor will not be onsite if she is unaware that a student will be attending.**

**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.**
  - a. 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. If you arrive after 4:00 p.m., please use the doorbell marked After-school 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. Registration Fee - \$25 per child (non-refundable and must be paid before utilizing the Before-school Program)
2. The cost for utilizing the Before School Program is \$3.00 per day. 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. 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.**

- a. **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 Before-school and/or 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.**

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**Registration Form**

Please return completed form and registration fee to the main office prior to first time use. Please note that if you are utilizing both programs, you only need to pay one registration fee of \$25.

Parent/Guardian'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 day(s) of the week 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.	_____	_____	_____

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 Before-school and After-school monitors cannot administer medications.**