

BEFORE AND AFTER CARE SERVICES

The program supervisor is: Tracey Marcinko, tmarcinko@thelearningcenter.org

We have made updates to our Before and After Care Program. We encourage all parents to review this information carefully if your child is participating in this program.

It is a pleasure to welcome you and your child(ren) to our Before and After Care Program. The purpose of The Learning Center's Before and After Care Program is to meet the fundamental needs for growth and development common to all children by providing guidance and safety. Physical, social, emotional and intellectual growth and development are provided in a safe, structured, and nurturing environment.

While this is not a "classroom setting", The Learning Center's after care program provides a structured environment that carries over the individual child's academic, communication, social, and behavioral goals. We provide full time and part time enrollment. There are no drop in services due to the importance of maintain student safety and staff ratios. Pre-and Aftercare services are provided at a 3:1 student to staff ratio. Additional charges will apply if your child requires a lower student to staff ratio due to continuous supervision for safety.

HOURS OF OPERATION

Morning Care: M-F 7:30-8:30
Part time: M-F 2:30-4:00
Full time: M-F 2:30-6:00

PAYMENTS

Fees are calculated per month based on contracted attendance and prorated throughout the year. Payment must be made in advance for the complete month. Therefore, payments not made on or before due date are subject to a late payment charge and/or cancellation of services.

FULL-TIME RATE STUDENTS FEES

Payment for Before/After Care is based on a monthly basis. Payment is due by the 1st of each month. Services will be suspended if fees are not received by the 10th day of each month. Credit card is the only form of payment accepted. To participate in the program, you are required to have a credit card on file. Failure to pay by the 10th of each month will result in the student being automatically withdrawn from the program. To re-enter the program a new registration must be completed with all registration fees.

Fee Payment Schedule – 2016/2017

SERVICE	Days	Total FEE Per Month 1 Student
Registration Fee	N/A	\$25.00 at registration
Morning Care Only	M-F	\$150.00
Part Time Only	M-F	\$161.00
Full Time Only	M-F	\$325.00
Part Time plus Morning	M-F	\$311.00
Full Time plus Morning	M-F	\$475.00

After Care is not available on non-school days, holidays, winter/spring break, or early release days (11:15am).

The Main Office is closed at 3:30 p.m. Calls to the After Care Program at this time should be made to the school phone: 561-320-9500.

WITHDRAWAL NOTICE

A withdrawal notice is required for any student withdrawn from the program during the school year.

SNACKS

Please send in a healthy snack and drink, labeled “Aftercare”, with your child each day.

AFTER CARE LATE PICK UP POLICIES

A parent will be considered late picking up their child after 4:00 p.m. for part time and 6:00 p.m. for full time as determined by the clock in The Learning Center lobby.

A late fee of \$1.00 per minute will be charged for every minute. Time will be determined by the clock in The Learning Center lobby at the time the parent signs out the child. A letter will be sent home with an attached late fee invoice. *For example: child picked up at 6:12 p.m. = 12 minutes past 6:00 p.m. = \$12.00.*

When parents have not picked up their children by 6:30 p.m. and have not called The Learning Center, the police will be called.

BEFORE AND AFTER CARE REGISTRATION FORM

Please sign and return to school

CHILD'S NAME: _____ D.O.B. _____ DATE: _____

PARENT(S)/GUARDIANS' NAME: _____

ADDRESS: _____

PHONE NUMBERS: Mom - Home: _____ Work: _____ Cell: _____

Dad - Home: _____ Work: _____ Cell: _____

Please list any allergies, medications, etc. here: _____

EMERGENCY CONTACT NUMBERS:

NAME: _____ PHONE #: _____

NAME: _____ PHONE #: _____

SERVICE	Days	Total FEE Per Month- 1 Student
Registration Fee	N/A	\$25.00
Morning Care Only	M-F	\$150.00
Part Time Only	M-F	\$161.00
Full Time Only	M-F	\$325.00
Part Time plus Morning	M-F	\$311.00
Full Time plus Morning	M-F	\$475.00

Please enroll my child in (Please check all that apply):

_____ Morning Care M-F 7:30-8:30

_____ Part Time M-F 2:30-4:00

_____ Full Time M-F 2:30-6:00

PAYMENT FOR SERVICES: Payment for Before/After Care is on a **monthly** basis. *Late pick up fees will be assessed after 4:00 p.m. for part time and 6:00 p.m. for full time.*

Please sign below to indicate that above information is correct you have read and understand the policies in the information packet.

PARENT/GUARDIAN SIGNATURE

Date

AFTER CARE STUDENT RELEASE PERMISSION

****Please complete and return to school****

If someone other than a parent is to pick up a child from school, we must have their names in writing and on file. **WE WILL NOT RELEASE YOUR CHILD TO ANYONE UNLESS THEIR NAME IS ON FILE, AND THEY MUST PROVIDE PHOTO IDENTIFICATION.**

My child, _____ has my permission to leave the school premises with any one of the following people:

Name and Address	Relationship	Phone Number

I am aware that any person listed above will be asked to produce identification if he/she is unknown to the staff of The Learning Center. I understand that it is my responsibility to advise him/her of this.

I am aware that the staff of The Learning Center will not release my child to any person that is not listed here. I understand that if an emergency situation should arise, I must notify the staff of The Learning Center before my child is to be released to any person not listed here and that he/she must produce identification before taking my child off school premises.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

