



## **After-Care Program General Information**

### **Mission**

The Mountain Village Charter School After-Care Program seeks to engage students in a relaxed environment that encourages social and creative growth.

### **Program**

The focus is on activities that children would ordinarily be doing at home (free playtime, craftwork, STEM projects, etc...). A simple snack, i.e. crackers and cheese, or fruit and a granola bar will be made available. All students are expected to follow the Student Code of Conduct.

### **Registration**

Please complete the After-Care Program registration form and return it to the front office or the After-Care provider before participating. For planning purposes, please indicate the days you anticipate using. You will only be billed for the hours you use the program. Enrollment in the After-Care Program is open throughout the year. Drop-ins are welcome as long as there is space and staffing. All students participating in the program (including drop-ins) must be registered.

### **Cost and Checkout Policy**

The cost is **\$7.00 per hour** (billed in 15 minute increments). Billing time begins at **3:00 P.M.** The latest pick-up time is **5:00 P.M.** Parents are billed monthly. Payment is due upon receipt of invoice and may be mailed or given directly to the After-Care provider.

Only authorized adults listed on the registration form may check out your student(s). Photo I.D. may be required. We require an email or phone call if someone other than an authorized adult is picking up your child.

### **Late Pickup Policy**

- First Offense: Verbal warning and assessment fees.
- Second Offense: Written warning of pending termination from the program and assessment fees.
- Third Offense: Child will be terminated from the program and assessment fees.

Should your child be picked up later than 5:00 P.M.:

- Charges will be assessed at \$5.00, per child, for every 5 minutes late. Late fees are due upon picking up your child or by the next day of service. Your child will not be permitted to return to the program until fees are current.
- Emergency contacts will be called at 15 minutes past closing (5:15 pm), if we are unable to reach parents/guardians.
- *Lateness in excess of 30 minutes past closing (5:30 pm) MAY result in notification of law enforcement.*



### After-Care Registration Form 2015-2016

Please indicate the days and approximate pick-up times that your child will be participating:

Monday	Tuesday	Wednesday	Thursday	Friday
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I am registering my child with plans to use After-Care occasionally.

After-Care is provided from 3:00 – 5:00 pm on regular school days. The rate is \$7.00 per hour.

#### Student Information

Name:	Class:
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#### Family Information

Parent/Guardian:	
Address:	
Phone:	Phone:
Place of Employment:	

Parent/Guardian:	
Address: (If different from above)	
Phone:	Phone:
Place of Employment:	

**Authorized Pickups** *In addition to parent(s), the person(s) listed below are authorized to pick up your student.*

*Your student will not be allowed to leave with any other person(s). Valid photo ID required.*

Name:	
Address:	
Phone:	Relationship to child:

**Authorized Pickups** (continued)

Name:	
Address:	
Phone:	Relationship to child:

Name:	
Address:	
Phone:	Relationship to child:

**Emergency Contacts** *Please provide three additional names other than parents. List in the order they are to be contacted.*

Name:	
Address:	
Phone:	Relationship to child:

Name:	
Address:	
Phone:	Relationship to child:

Name:	
Address:	
Phone:	Relationship to child:

**Photographs**

Pictures and photos are taken of activities from time to time for the purposes of art activities, Mountain Village Charter School web page, local newspaper or other publications. Any children pictured in these publications will not be identified by name.

- YES, *I am willing to allow my child to be photographed in the MVCS After Care program:*
- NO, I would prefer no photos.

I/We have read the General Information regarding The Mountain Village Charter School Program and understand the fees associated with this program. All unpaid balances will result in late fees and possible termination from the program. I/We also understand that any past due balances may be submitted to a collection agency and subsequent collection agency fees applied to the open balances. The student shall be deemed to have permission to participate fully in the After-Care program unless written notice to the contrary is received in advance. I/We agree to comply with all the rules, regulations and policies as set forth in this packet. I hereby release Mountain Village Charter School, its faculty, staff, volunteers, parents, and students from liability (other than for gross negligence) for any injury to the person or property of the student by reason of his/her participation in all activities related to the After-Care program.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_