

LANCASTER MENNONITE SCHOOL ~ LOCUST GROVE CAMPUS

Before/After School Care 2016~2017 Information Sheet

Before and after school care will be in the library this year. This will be accessed by the sidewalk between the buildings, just past the main entrance. Signs will be posted for the first few days.

Times and Fees:

- Before School Care will be available for PreK-7 students starting at 7 a. m.
- After School Care will be available for PreK-7 students from 3 p.m. until 5:30 p.m.
- The cost for both Before and After School Care is \$6 per hour per child or \$3 per half hour with a five minute leeway. After 5 minutes the charge will be for a full 1/2 hour. There is a flat fee of \$60 if 10 or more hours a week are used. There will be an additional late fee of \$.50 per minute if children are not picked up by 5:30 p.m. Parents will receive a bill at the end of each month.

Scheduled Activities

Before School Care- Quiet reading, games, coloring, use of school iPads, etc.

After School Care will include: an after school snack, supervised outdoor play, a quiet time for reading and doing homework, and a relaxed game time. Other activities may include computer, videos, arts and crafts, etc.

Expectations and Procedures

*Parents will be asked to complete a *“Before/After School Care”* registration form prior to enrollment in the program.

*Students who do not attend the after school program on a regular basis will need to inform the office by noon on the day they will be staying. This can be done via a note brought in the morning, by a parent phone call, or emailing the office.

*Students will be dismissed by their teacher at 3 p.m. to go to the After School Care room.

*Once students are in the After School Care room, they need to remain under the supervision of the After School Care instructor and will not be free to wander throughout the building or playground.

*Records will be kept on a daily basis documenting duration of time spent in child care.

*When a parent or driver arrives for pick-up, the adult will need to report to the After School Care supervisor to pick up their child. If persons other than those listed are planning to pick-up the child, a note must be written to inform the After School Care supervisor.

Locust Grove Mennonite School
"Before/After School Care"
2016-2017 Registration Form

Name of Child/Children: _____

Homerom/s _____

Child/Children will be enrolled in "Before and / or After School Care" on the following basis:

BEFORE SCHOOL CARE:

_____ On a daily basis

_____ On a regular basis other than daily (be specific with days, for example, every Thursday) _____

_____ Occasionally

AFTER SCHOOL CARE:

_____ On a daily basis

_____ On a regular basis other than daily (be specific with days, for example, every Thursday) _____

_____ Occasionally

Expected Pick up time: _____

Name of person or persons picking up your child/ren: _____

(If someone other than person listed above is to pick up your child/ren, the childcare supervisor must be informed by note or phone call.)

List any dietary restrictions: _____

List any medical conditions or concerns: _____

Other concerns: _____

Home & Cell phone number: _____

Work phone number/s: _____

Name and phone number of a person who could be reached if parents or guardians can't be reached in an emergency:

Signature/s of parent/s or guardian/s
