

ANNUNCIATION AFTER SCHOOL CARE PROGRAM 2016-2017
(ACKNOWLEDGEMENT OF TERMS AND AGREEMENT)

Dear Parents/Guardians,

The After School Care Program will begin the opening day of school and will be open each day school is in session under the direction of teachers and staff. The program will consist of snack time, a homework session, indoor and outdoor play. Snack is provided for your child. ***Please keep us informed of any diet restrictions or allergies.***

FEES

The After School Care Program is open from 3:00 PM to 6:00 PM each school day. If your child is not picked up at dismissal they will be brought to After School Care and will be signed in for the day. If your child is picked up between 3:00 PM to 3:30 PM there will be charge of \$5.00 per day, per child. After 3:30 PM, the FULL FEE for After School Care is charged to you.

Daily Rates:

\$5.00 per day, per child if picked up between 3:00 PM to 3:30 PM.

\$10.00 per day - 1 child

\$17.00 per day - 2 children

\$20.00 per day - 3 children +

Early Release: Early Release is at 1:00 PM. If your child is not picked up at dismissal they will be brought to After School Care and will be signed in for the day and the Full Fee will be charged to you.

PAYMENTS

After School Care payments are due on a Daily or Weekly basis. If payments are not received, notices will go home weekly. You must keep your balance current and up to date. If your account is more than 2 weeks in arrears, you may be asked to make other arrangements for after school care.

Daily - Send payment to the office or you may pay at the time of pick-up.

Weekly - You may pay on Friday at the time of pick-up or send payment in on Monday of the following week.

Monthly in Advance - You will receive a 10% discount. You will only be charged for the days your child attends After Care. Your account will carry a credit balance.

Please put your payments in an envelope marked "After School Care" with your child's name for easy identification. You may send it in with your child to be turned into the teacher. If your child needs to attend After School Care due to unforeseen circumstances, please call the School Office. They will notify the teacher and child. If arrangements for special circumstances need to be made, please contact Mrs. Thomas, 954-989-8287 or e-mail thomas@annun.org.

PICK-UP

Persons picking up a child from After School Care are required to sign out the child at the desk. Please do not wave your child to the gate. Parents are required to fill out an Authorization for Pick up and Emergency Medical Information Form. Children will not be released if the person coming for them is not listed on the form. If you need to send someone not listed, you are required to send a written note to the School Office or e-mail Mrs. Balbuza or Mrs. Thomas.

LATE PICK-UP

There is a Late Fee charged after 6:00 PM. The rate is \$1.00 per minute. If you are late, the teacher on duty will note the time of pick-up and the fee that you must pay in addition to the daily fee. The late fee is due with your payment.

EMERGENCY MEDICAL INFORMATION

We want your child to be safe, secure, and happy at our school as well as in After School Care. The information we request from you is extremely important in helping us to achieve the best care we can provide for your child.

Please take the time to share any and all helpful information relating to your child. Should you fail to provide pertinent information regarding your child’s needs, Annunciation School and employees will not be held liable. We truly appreciate your support and disclosure of such information.

ELECTRONICS AND CELL PHONES

Electronics are only permitted on Friday. Cell phones must be kept in the students book bag or placed in the container provided by After Care. If a student does not comply, the phone will be confiscated and released to a parent or guardian at the time of pick-up.

REMINDER: After School Care Staff and Annunciation School will not be responsible for lost or broken items.

Please sign and return the bottom portion of ANNUNCIATION AFTER SCHOOL CARE
ACKNOWLEDGEMENT OF TERMS AND AGREEMENT

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**ANNUNCIATION AFTER SCHOOL CARE 2016-2017
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IMPORTANT AFTER SCHOOL CARE PROGRAM INFORMATION NOTICE

I HAVE READ AND HAVE A COPY OF THE AFTER SCHOOL CARE PROGRAM
INFORMATION AND AGREE TO ADHERE TO THE TERMS.

Parent/Guardian Signature

Date

Child’s Name

Grade

Child’s Name

Grade

Child’s Name

Grade

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AUTHORIZATION FOR PICK-UP AND EMERGENCY MEDICAL INFORMATION

Dear Parents/Guardians,

For the safety of your children, we need to know in writing who is authorized to pick-up your children.

The After School Care staff will not release your child to anyone not listed on this form. Any authorized persons coming to pick your child up must understand they are required to park, sign your child out and show ID if asked to. Please do not send someone your child does not know, recognize or is not listed on this authorization for pick-up.

Please keep the authorization list current of phone number changes and people. Forms are available at all times from the After School Care Staff, in the office and online.

Please Print All Information

Child's Name: _____ Gr. _____ Name: _____ Gr. _____

Child's Name: _____ Gr. _____ Name: _____ Gr. _____

Mother's Name: _____ Phone: _____

Father's Name: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Persons Authorized to Pick-Up

Name: _____ Phone: _____ Relationship _____

Name: _____ Phone: _____ Relationship _____

Name: _____ Phone: _____ Relationship _____

Name: _____ Phone: _____ Relationship _____

*EMERGENCY MEDICAL INFORMATION

Child's Name _____ Allergies _____

Other medical conditions _____

Child's Name _____ Allergies _____

Other medical conditions _____

Child's Name _____ Allergies _____

Other medical conditions _____