

AFTER SCHOOL CARE

Dear Elementary Parents,

The After School Care program at Aletheia Christian Academy is a service provided to our elementary families and faculty. It is our intent to provide a safe and loving environment to children in our care at a nominal fee. In order to have a consistent and safe environment, it is necessary for our families to pre-register all children left in our care. We thank God for the joy of serving our families with this much-needed service.

We ask all elementary parents to register their children for after school care each year, if they wish to have their child cared for after school. ASC is available from 3:00-6:00pm daily and 12:00am-6:00pm on half days. Parents must provide their child's lunch on half days. Snacks and drinks are provided daily. Mrs. Nora Wehmeier is our daily care giver. If your children do not attend after school care on a daily basis, but you need for them to attend a certain day, please call the office to let us know of the supervision needs for the day. This helps us to have an adequate number of care givers for the safety of the children. There is an annual **\$10 registration fee per family** to have access to the After School Care Program. All children in ASC are required to be registered to provide the emergency information needed for each child. Children who are left here after 3:00pm will be sent to ASC. **If your child is not registered and you are late picking your child up, you will be charged the \$10 registration fee (one-time fee), \$5.00 per child for any portion of the first hour, and \$5.00 per child for any additional hour. This will be billed to you at the end of the month and included in your financial account with us.** If you are registered with our after school care program, you will receive a reduction on additional children, and you will be billed monthly at the end of each month.

Elementary dismissal is from 2:40-3:00pm. Please be sure to pick up your children before 3:00pm if you do not wish for your child to go to After School Care. The teachers are no longer on dismissal duty after 3:00pm, and children of late arrivals will not be sent to the office, but will be sent to ASC. Please do not call to have your child brought to the office. Please Note: **Any child not picked up by 6:00pm will be charged a \$25.00 late fee in addition to regular hourly charges.**

Registration forms are available in the office and the \$10 per family registration fee can be paid in the office. Please call the office at 969-0088 or send a note to your child's teacher to make a reservation for your child to go to ASC, if they are not on the regular attendance list.

Thank you again for the honor of your trust as we strive to meet the needs of our families.

Sincerely,

Melanie Wiggins, Elementary and High School Supervisor & After School Administrator, 850-449-0232

Nora Wehmeier, Caregiver, 850-478-9234

mrw 7/11/2017

Aletheia Christian Academy After School Care Registration and Medical Release Form

School Year: 2017-2018

Child's Name _____ Date of Birth _____

Grade _____ Home Phone _____ Does child live with both parents? _____

Father's Name _____ Phone (hm) _____ (wk) _____ (cell) _____

Mother's Name _____ Phone (hm) _____ (wk) _____ (cell) _____

Address _____

Father's Email _____ Mother's Email _____

Emergency Contact* _____ Phone (hm) _____ (wk) _____ (cell) _____

*Relationship to child: _____

**Please be advised that a picture I.D. will be required to identify this person.*

Physician _____ Phone _____

Dentist _____ Phone _____

Insurance Co. _____ Phone _____

Account Number _____ Group Number _____

What is your preference of hospitals in our local area in the event emergency medical attention is necessary? _____

_____ Date of last DPT or Tetanus _____

Allergies (medications, food, etc.) _____

My child will be attending: Drop In _____ Monthly _____ Weekly _____ Hourly _____ Days per week _____

(For Office Use Only) ---- \$10 Family Reg. Fee Rec'd Date: _____ ck# _____

Waiver of Liability

I hereby give authorization for my child, _____, to attend After School Care at Aletheia Christian Academy between the hours of 3:00 and 6:00pm on weekdays, and all authorized half days. I authorize Aletheia Christian Academy's After School Care Program to administer medication at my request and to take necessary steps in case of an emergency for the health and well-being of my child. I fully understand that After School Care will administer care and concern for my child and I hereby release Aletheia Christian Academy or any of its agents or care givers from any liability concerning my child during the normal course of operation. If there is any sport or playground activity that I specifically do not want my child to participate in during the hours of operation of the After School Care Program due to the risk of injury to my child, I am listing said activity at this time:

Signature of Parent
mrw 7/11/2017

Date