

**BEFORE AND AFTER SCHOOL PROGRAM  
2011-2012  
PROGRAM POLICIES AND FEES**

Registration **prior** to attendance is required for all students attending the Before and After School Program. The program provides a supervised framework of academics, crafts, creative activities and games for students. The program is for your convenience as well as your child's safety. The attached enrollment form **must be returned to the Business Office along with registration fee of \$20.00 per family before August 15th**. Parents are encouraged to register their children for the Program in case of emergencies.

The BEFORE SCHOOL PROGRAM is mandatory for ALL children who come to school prior to 7:30 am. Morning supervision is provided. The program opens at 6:30 am for all grades and students remain with the person in charge until regular school supervision, grades 1-8 begins at 7:30am; Kindergarten 8:10; Pre-K 8:20

**Before School Fees:**

	Daily Fee
All grades	\$5.00

The AFTER SCHOOL PROGRAM is mandatory for ALL students who do not leave PMA at dismissal time. This program begins at 1:45pm to accommodate Pre-K students and all other students in grades K-8 as they are dismissed. The After School Program is open until 6:00 pm.

**After School Fees:**

	1:45 to 4:00	1:45 to 6:00	After 6:00 pm
All grades	\$8.00	\$12.00	\$1.00 per minute

Students arriving before 7:30 am must report to the Before School Program. Students not picked up promptly at school dismissal (by 2:45 pm) will be sent to the After School Program. **REGISTRATION IS REQUIRED PRIOR TO ATTENDANCE**. Any student who attends the extended day care programs and does not have the required registration forms in place will be charged an additional \$2.00 administration fee per AM session, and an additional \$5.00 per PM session, until the Program Director receives the necessary forms.

Students are required to sign in and time is recorded when they are picked up. Any student who signs in and does not sign out will be charged the maximum daily fee of \$12.00.

**A student, who attends other after school activities such as piano, sports, scouts, etc., must be picked up promptly at dismissal from that activity. Those students who remain beyond the appointed dismissal time will be required to attend the After School Program and will be charged a fee appropriate to the time of pick-up. For example, a student who remains after school for an activity that dismisses at 4:00 pm, and is not picked up from the After School Program until 4:15 pm will be charged \$12.00 for the day.**

Full Day Kindergarten and Pre-K students who attend only from dismissal until bus/car pick-up with an older sibling pay a one-time fee of \$100.00 (cost is less than 60 cents per day) for the school year. This annual fee applies **only** to Kindergarten and Pre-K students who attend and are picked up by an older sibling prior to 2:30 pm.

There is no after school care on early dismissal days (check your calendar), and no before school care on morning delayed openings.

Billing is done on a weekly basis and the charges appear on a monthly statement. Statements are sent out at the beginning of each month, and are **due before the 10th of the month**. Students with delinquent accounts over 30 days past due, will not be allowed to attend these programs until payment is made to bring the account to a current status.

**BEFORE AND AFTER SCHOOL PROGRAM  
2011-2012  
REGISTRATION FORM**

**Return with \$20.00 fee per family**

\_\_\_\_\_ Yes, my child(ren) will attend the **Before School Program**, arriving at approximately \_\_\_\_\_ am.  
I have circled the days on which I plan to use Before School Care:

All Week      Mon      Tues      Wed      Thur      Fri

\_\_\_\_\_ I would like to register my child(ren). I will only use the **Before School Program** occasionally.

\_\_\_\_\_ Yes, my child(ren) will attend the **After School Program** until approximately \_\_\_\_\_ pm.  
I have circled the days on which I plan to use After School Care:

All Week      Mon      Tues      Wed      Thur      Fri

\_\_\_\_\_ I would like to register my child(ren). I will only use the **After School Care Program** occasionally.

\_\_\_\_\_ Yes, my child will attend the After School Program only from Pre-K/Kindergarten dismissal until bus/car pick-up with an older sibling. The \$100.00 fee is included as well as the \$20.00 registration fee.

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Child's Name

Grade

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Child's Name

Grade

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Child's Name

Grade

I have read and understand the policy regarding the Before/After School Care Program and agree to abide by this policy.

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Parent/Guardian Signature

Date

For Office Use Only:

Date Received \_\_\_\_\_ Paid Cash/Check # \_\_\_\_\_