

# 2017-2018 Stonehaven After School Program Registration Form

Student Name:	Grade Level:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Please indicate your payment option(s):

After School Full-Time  
 After School Part-Time  
 Occasional Use Punch Card

**Family Information:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Family's Preferred Email: \_\_\_\_\_

Father Cell Phone #: \_\_\_\_\_ Mother Cell Phone #: \_\_\_\_\_

Father Work Phone #: \_\_\_\_\_ Mother Work Phone #: \_\_\_\_\_

Neighbor/Relative Contact: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

<b>Regular Use Option</b>			
<i>Option</i>	<i>Time</i>	<i>Fee</i>	<i>Pick-up Time</i>
After School Full-Time	3:00-6:00pm	\$1,900/child (10 payments of \$190)	before 6:00pm
After School Part-Time	3:00-4:30pm	\$1,000/child (10 payments of \$100)	before 4:30pm

For families choosing a regular use option, you will make ten equal payments beginning in August, 2017. Payments are due the first of each month from August 1, 2017 through May 1, 2018.

<b>Occasional Use Punch Card Option</b>			
<i>Session</i>	<i>20 Session Card</i>		<i>Cost</i>
<b>1</b> - 3:00-4:30pm	1 Child Family		\$180
<b>2</b> - 4:30-6:00pm	2 Child Family		\$300
	3 Child Family		\$360
* If child is picked up anytime after 4:30pm, the family would be charged an additional session.			
<b>Example scenarios to clarify how the system works:</b>			
<p><b>Scenario A:</b> The Jones family uses the After School Program for their son Charlie from 3:00-4:25 (1 session). This would constitute one punch from their card.</p> <p><b>Scenario B:</b> The Robertson family uses the After School program for their three daughters (Susan, Ellen and Marcy) from 3:00-5:20 (2 sessions). This would constitute two punches from their card.</p>			

For families choosing to purchase an occasional use punch card, you will purchase the card from the front office prior to using the After School Program.

**Please review and sign the back of this form.**

## Policies and Procedures

1. Only children that have completed the After School registration form are allowed to participate in the program.
2. **Snacks are NOT Provided.** Parents are expected to send snacks with their children.
3. I agree, in the event of a medical emergency, to allow my child to be treated by medical personnel as outlined in my "Stonehaven Emergency Release Form."
4. Parents will be notified immediately of any illness or serious injury to the child. In the event that your child becomes ill and must leave the school, arrangements should be made to pick up your child within the hour. The child will be moved to a quiet area away from other children where he/she will receive the necessary attention until the parent arrives. Children are not permitted to stay at the school while experiencing fever, diarrhea, and vomiting, or exhibiting signs of contagious diseases or adverse reactions to any medication.
5. *Discipline:* The After School program is an extension of the regular classroom. Therefore students are under the same discipline guidelines outlined in the Stonehaven Student-Parent Handbook. If a student fails to follow these expectations on a regular basis it could result in the removal of that child from the After School program.
6. Students may not attend the After School program if they were not present in school on that day.
7. The After School program cannot take any responsibility for lost or broken personal articles.
8. For the protection of the children, the After School program follows all procedures of the school regarding severe weather, fire, physical plant problems, and structural damage. If any of these events occur you will be contacted as soon as possible.
9. The After School hours are 3:15-6:00pm. You must be prompt in picking up your child at the conclusion of his/her enrolled session.
10. **A late fee at the rate of \$2.00 per minute will be assessed.** This fee will be included in the next month's invoice if the family is paying monthly. A separate invoice will be mailed to the family if they are using the punch card payment option. If the child has been picked up late five times, there will be an additional \$10.00 fee charged and the child may be removed from the program. If balances are not paid, the child will not be allowed to attend the After School program until the payment balance is clear.
11. Payments for the monthly payment options need to be made to the Financial Administrator no later than the twelfth day of each month to avoid a late fee. Punch cards are to be pre-paid only.
12. Students will need to be signed in and out of the After School program by a parent or other authorized person.
13. If a child is to be released to anyone other than the parent, guardian or other previously approved persons the After School administrator is to be notified in writing of the change. Additionally, we request that you notify us in writing of any persons who are not allowed to pick up your child.
14. If a child is not picked up by 8:00pm from the After School program and no communication has been received from the parents, the child will be turned over to the appropriate Cobb County authorities.

My signature evidences that I agree to abide by the After School guidelines as stated above.

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Parent Signature

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Date