

**BEFORE/AFTER CARE REGISTRATION/AGREEMENT FORM: SY 2016-17**

Please complete one form per child.

Students in 7th & 8th grade must have approval before allowed to enroll in Before/After Care.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Phone Number during Before/After Care hours \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Phone Number during Before/After Care hours \_\_\_\_\_

*Please answer the following questions:*

1. Student is being registered for: *(circle one)*      **Before Care    After Care    Both**
2. Student will attend\*: *(circle one)*      **Full Year Commitment      Day-to-Day Basis**

\*Full Year Commitment rate is discounted and can be paid up front or monthly through FACTS. Day-to-Day rates are based upon the "Daily Rate" times the "Number of Days" attended. Fees will be based upon the "Daily Rate" if student does not commit for the year.

If Day-to-Day, please circle possible days:      **MON TUE WED THU FRI**  
 Please indicate frequency: *(circle one)*      **REGULAR      DROP-IN (AS NEEDED)**

3. Approximate time student will be picked up from After Care? (You are not locked into this time)  
*(circle one)*      **3:00PM    3:30PM    4:00PM    4:30PM    (4:30 pm for Preschool)    5:00PM    5:30PM**
4. Would you like your child to complete ALL homework before allowing free time?  
**Otherwise, there is a set homework, reading, and/or quiet table activity time in the After Care schedule:**  
**K-2nd = 30 minutes, 3rd & up = 45 minutes**
5. Please list any allergies and/or medications your child will need to take while in Before/After Care on the back of this form.

I/We understand that:

- Before Care starts at 6:45 a.m. and After Care ends at 5:30 p.m. (4:30 p.m. for Preschool)
- Late pick-up fee is \$5.00 for up to the first five minutes and \$1.00 for each additional minute thereafter.
- The PHCA Code of Conduct and Dress Code still applies while in Before or After Care.
- **Full Year Commitment Fees** must be paid on a monthly basis through FACTS with debits starting on July 28th and ending on April 28th. You must have an account or sign-up for an account at: [online.factsmgt.com](http://online.factsmgt.com) and the office will activate these payments. If you already have an active FACTS account with PHCA, there is no additional enrollment fee. If FACTS is only being used for your Before/After Care payments, your final payment will be reduced by the enrollment fee amount upon completion of the yearly commitment.
- There is a \$20.00 fee for payments rejected through FACTS plus any other fees that FACTS may charge for non-sufficient funds (NSF).
- **Cancellations:** Office must be notified in WRITING at least 30 days in advance of student's last day of attendance. If 30 days notice is not received, the student's last day of attendance will be determined by adding 30 days to the date the school was notified in writing. Student will be charged the full month for any fraction of a month that the student attended using the daily rate PLUS any difference in the cost that is greater for the previous months used based upon the daily rate times the total number of days in the month. There are no refunds for previously paid months.
- **Day-to-Day "Regular" Fees** are due by the end of the week that services are rendered. .
- **Day-to-Day "Drop-in" Fees:** The school office must be informed and paid in advance for any "as needed" daily "drop-ins".
- There is a \$5.00 fee if an invoice has to be generated for **Day-to-Day "Regular" or "Drop-in" Fees** that are not paid as due.

\_\_\_\_\_  
 Father/Guardian Signature

\_\_\_\_\_  
 Mother/Guardian Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

*Please complete reverse side*

**AUTHORIZED EMERGENCY CONTACTS:**

List additional authorized person(s) besides parents/guardians that will pick-up student. Please make sure individuals bring appropriate ID as our After Care Program Leaders will have to verify identification before your child will be released.

|            |                    |           |
|------------|--------------------|-----------|
| Name _____ | Relationship _____ | Ph# _____ |
| Name _____ | Relationship _____ | Ph# _____ |
| Name _____ | Relationship _____ | Ph# _____ |
| Name _____ | Relationship _____ | Ph# _____ |

I/We understand that the persons listed above are authorized to sign-out our child on our behalf anytime during After Care and/or in the event of illness/emergency and parents can not be contacted. We will make sure the persons listed above are informed to bring proper ID so their identity can be verified before the After Care Program Leaders will release our child.

All authorized persons must be 18 years of age or older to sign-out students.

\_\_\_\_\_  
**Father/Guardian Signature**

\_\_\_\_\_  
**Mother/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**ALLERGIES/MEDICATIONS:**

List any allergies and/or medications your child needs to take while in Before/After Care. An authorization to administer medication must be on file if medication will be administered ( please initial below if there are no allergies or medications):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ My child does not have any known allergies .  
(parent's initial)

\_\_\_\_\_ My child does not need to take any medications during Before or After Care .  
(parent's initial)

**Before/After Care Fees: Monthly based upon Daily Rate vs. Monthly based upon Yearly Commitment SY: 2016-17**

| <u>Before/Aftercare<br/>K - 8th Grade</u><br>Before Care (6:45 - 8:00am)<br>After Care (until 4:30pm) | #Days<br>in Month | Before Care<br>Daily Rate<br>per Month<br>\$6.00 | Year Commit-<br>ment<br>per Month | After Care<br>Daily Rate<br>per Month<br>\$13.00 | Year Commit-<br>ment<br>per Month | Before/After<br>Daily Rate<br>per Month<br>\$15.00 | Year Commit-<br>ment<br>per Month |
|---|-------------------|--|-----------------------------------|--|-----------------------------------|--|-----------------------------------|
| July  | 3                 | \$18.00  | \$85.00                           | \$39.00  | \$185.00                          | \$45.00  | \$230.00                          |
| August  | 22                | \$132.00   | \$85.00                           | \$286.00   | \$185.00                          | \$330.00   | \$230.00                          |
| September   | 21                | \$126.00   | \$85.00                           | \$273.00   | \$185.00                          | \$315.00   | \$230.00                          |
| October   | 10                | \$60.00  | \$85.00                           | \$130.00   | \$185.00                          | \$150.00   | \$230.00                          |
| November  | 18                | \$108.00   | \$85.00                           | \$234.00   | \$185.00                          | \$270.00   | \$230.00                          |
| December  | 15                | \$90.00  | \$85.00                           | \$195.00   | \$185.00                          | \$225.00   | \$230.00                          |
| January   | 15                | \$90.00  | \$85.00                           | \$195.00   | \$185.00                          | \$225.00   | \$230.00                          |
| February  | 19                | \$114.00   | \$85.00                           | \$247.00   | \$185.00                          | \$285.00   | \$230.00                          |
| March   | 12                | \$72.00  | \$85.00                           | \$156.00   | \$185.00                          | \$180.00   | \$230.00                          |
| April   | 18                | \$108.00   | \$85.00                           | \$234.00   | \$185.00                          | \$270.00   | \$230.00                          |
| May   | 22                | \$132.00   | n/a                               | \$286.00   | n/a                               | \$330.00   | n/a                               |
| June (Before Care Only)   | 1                 | \$6.00   | n/a                               | n/a  | n/a                               | n/a  | n/a                               |
|   | 176               | \$1,056.00                                       | \$850.00                          | \$2,275.00                                       | \$1,850.00                        | \$2,625.00   | \$2,300.00                        |

| <u>Before/Aftercare<br/>PRESCHOOL</u><br>Before Care (6:45 - 8:00am)<br>After Care (until 4:30pm) | #Days<br>in Month | Before Care<br>Daily Rate<br>per Month<br>\$6.00 | Year Commit-<br>ment<br>per Month | After Care<br>Daily Rate<br>per Month<br>\$11.00 | Year Commit-<br>ment<br>per Month | Before/After<br>Daily Rate<br>per Month<br>\$13.00 | Year Commit-<br>ment<br>per Month |
|---|-------------------|--|-----------------------------------|--|-----------------------------------|--|-----------------------------------|
| July  | 3                 | \$18.00  | \$85.00                           | \$33.00  | \$150.00                          | \$39.00  | \$185.00                          |
| August  | 22                | \$132.00   | \$85.00                           | \$242.00   | \$150.00                          | \$286.00   | \$185.00                          |
| September   | 21                | \$126.00   | \$85.00                           | \$231.00   | \$150.00                          | \$273.00   | \$185.00                          |
| October   | 10                | \$60.00  | \$85.00                           | \$110.00   | \$150.00                          | \$130.00   | \$185.00                          |
| November  | 18                | \$108.00   | \$85.00                           | \$198.00   | \$150.00                          | \$234.00   | \$185.00                          |
| December  | 15                | \$90.00  | \$85.00                           | \$165.00   | \$150.00                          | \$195.00   | \$185.00                          |
| January   | 15                | \$90.00  | \$85.00                           | \$165.00   | \$150.00                          | \$195.00   | \$185.00                          |
| February  | 19                | \$114.00   | \$85.00                           | \$209.00   | \$150.00                          | \$247.00   | \$185.00                          |
| March   | 12                | \$72.00  | \$85.00                           | \$132.00   | \$150.00                          | \$156.00   | \$185.00                          |
| April   | 18                | \$108.00   | \$85.00                           | \$198.00   | \$150.00                          | \$234.00   | \$185.00                          |
| May   | 22                | \$132.00   | n/a                               | \$242.00   | n/a                               | \$286.00   | n/a                               |
| June (Before Care Only)   | 1                 | \$6.00   | n/a                               | n/a  | n/a                               | n/a  | n/a                               |
|   | 176               | \$1,056.00                                       | \$850.00                          | \$1,925.00                                       | \$1,500.00                        | \$2,275.00   | \$1,850.00                        |