



## After Care Registration Form

Child's Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### Authorized Persons to Pick up Child:

1. Name \_\_\_\_\_ Phone Number \_\_\_\_\_
2. Name \_\_\_\_\_ Phone Number \_\_\_\_\_
3. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

### In case of emergency/Late Pickup Contact:

1. Name \_\_\_\_\_ Phone Number \_\_\_\_\_
2. Name \_\_\_\_\_ Phone Number \_\_\_\_\_
3. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

- After school care is available on school property from 2:30 - 4:00pm
- All students **MUST** be picked up by 4:00pm
  - Please see the attached Aftercare Policy Form
- **Charges: \$5 per day/ \$25.00 per week/ \$100.00 per month**
- Invoices will be sent out on the 3<sup>rd</sup> of each month. All payments are due on or before the 15<sup>th</sup>.  
If fees are not paid, aftercare will be revoked until made current.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Aftercare Late Fee Policies 2025-2026**

The Center Academy Aftercare Program will be offered from 2:30 - 4:00 p.m. daily. All students are expected to be picked up by a parent or authorized individual by :00 p.m. If a parent/authorized individual arrives after 4:00 p.m. families will be charged a designated late pick up fee. There will be no exceptions or warnings. If a parent/authorized individual is late for whatever reason (flat tire, heavy traffic, weather conditions, etc.) a late charge will be issued. A "no exceptions" policy makes it easier to apply the late policy to everyone consistently and fairly.

### **LATE PICK-UP POLICY AND PROCEDURE:**

**First 5 minutes:** Automatic \$5.00 late fee is charged (Example: if a student is picked up 2 minutes late it is a flat \$10.00 late fee)

**After 5 minutes:** A \$1.00 per minute late fee is charged (Example: if a parent/authorized individual arrives at 4:12, the charge is \$10.00 for the first 5 minutes and \$7.00 for the additional 7 minutes. Total fee charge would be \$17.00)

**Only one charge per family of multiple students.**

**Parent or authorized individual must sign the "Late Pick-Up Form". Pick up time is determined by the school cell phone clock.**

**The late fee will be included in the end of the month Aftercare bill. Non-payment of fees will result in loss of aftercare privileges.**

**If a parent/authorized individual has not contacted the Aftercare staff by 4:05, the staff will follow the contact protocol below:**

- If a person cannot be reached, we will call the student's authorized contact list. We will continue to attempt contact with the parent/authorized emergency contacts until 5:00 p.m.
- If by 5:00 p.m., we are still not able to reach any parent/authorized individual or authorized emergency contact, we will call the local police or sheriff's department.

**I have received a copy of the Late Fee Pick Up Policy:**

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

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