



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 3rd of each month. All payments are due on or before the 15th.
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: _____