

Bethel After-School Program

Bethel Christian Academy operates a ministry to families of BCA students who need child care during the after-school hours on school days. This ministry is called Bethel After-School Program. When BCA is closed, "Bethel After-School" is closed.

MISSION AND PURPOSE: Bethel's After-School Program strives to support families whose children attend BCA by providing Christian supervision to those children who remain at school after 3:00.

PROGRAM: The Elementary After-School Program is for children age 5 through 4th grade. The Middle School After-School Program is for 5th through 8th graders.

SCHEDULE: After-School will begin on BCA's first full school day (August 28) and end the last half day of school (May 23). We are open on BCA school days from 3:00 p.m. - 5:30 p.m. and Noon - 5:30 p.m. on ½ school days unless listed below. The Middle School Program will be a study hall environment from 3:00 p.m. – 5:30 p.m. Some days at 4:30, the Middle School will join the Elementary After-School.

CALENDAR: Holidays on which we BCA and After-School are closed:

- Labor Day ⇒ September 4
- Educator's Convention ⇒ September 27-29
- Fall Festival ⇒ October 27
- Veteran's Day ⇒ November 10
- Thanksgiving ⇒ November 22-24
- Christmas ⇒ Friday, December 20 (Early Dismissal)
December 21-29
- New Year's ⇒ January 1-2
- MLK Day ⇒ January 15
- Presidents' Day ⇒ February 19
- Good Friday ⇒ March 29
- Easter Week ⇒ April 1-5

COST: **REGISTRATION** \$ 30.00 per child - (non-refundable)

MONTHLY \$160.00 per child - 9 payments ⇒ September through May
Monthly payments must be paid no later than the 10th of each month. If payment is not received by the 10th, the child will be REMOVED from After Care.

HOURLY \$ 5.00 first hour - a charge of \$1.25 for each additional 15 minutes.
Ex: 4:15 = \$6.25
4:30 = \$7.50

A LATE CHARGE will be assessed if the student's pickup ride is late. Our staff is employed until 5:30 p.m. We fully expect all students to be picked up by 5:30 p.m. For each 5 minutes a parent is late, there will be a charge of \$5.00. This will be charged through the Business Office.

Example: 5:35 - \$5.00
5:40 - \$10.00
5:45 - \$15.00

GENERAL INFORMATION: Students are not permitted to stay in the Program with fever, vomiting, or diarrhea.

DISCIPLINE: Students are expected to **cooperate** with Program workers. We expect parents to support this, and will ask parents to come get **uncooperative** students. Our program is set up to accommodate **cooperative** children.

Registration Form

Child's Name _____ Grade Entering _____

Father's Name _____ Work Phone _____

Mother's Name _____ Work Phone _____

Child lives with: _____

In case of accident or serious illness, I request the school to contact me. If it is impossible to contact me, the school may make whatever arrangements deemed necessary.

Parent's Signature _____ *Date* _____

We must have on file the names and phone numbers of the individuals permitted to pick up your child from After-School. If someone comes to pick up your child and we do not have his/her name in our file, we cannot allow your child to leave with that person.

NAME	PHONE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

For added security, if you desire, list a password in the blank provided. The After-School program will keep a copy of the security password on file.

Please list any person(s) **NOT** allowed to pick up your child. (Please note: In the case of a divorce or separation, a copy of a form by the court must be on file.)

Please indicate below how you want to be charged for Aftercare: (If no indication is made, students will be charged the daily rate.)

____ **MONTHLY** - \$160.00 per month (September through May)____ **HOURLY** - \$ 5.00 first hour - a charge of \$1.25 for each additional 15 minutes

Medical History/Emergency Form

Student's Name _____ Birth Date _____

Do other children attend our Program? YES NO

If so, please list names _____

Physician _____ Office Phone _____

Dentist _____ Office Phone _____

Hospital preference in case doctor or parent cannot be reached _____

Persons who could care for your children in case parent cannot be reached:

Name _____ Home Phone _____

Name _____ Home Phone _____

Explain **IN DETAIL** any health considerations: _____

Medications _____

Allergies _____

Date of last:
Physical Exam _____ Eye Exam _____ Hearing Test _____

Initial the medications that you give permission to the After-School Program staff to administer to your child:

____ Benadryl Cream
____ Caladryl
____ Solarcaine (sunburn)
____ Antibiotic Ointment

I give the After-School Program staff permission to administer the medications initialed above.

Parent's Signature _____ ***Date*** _____

Illness/Injury Information

The following is a list of policies for illness at the After-School Program, procedures to be followed by our Program staff, and procedures for picking up your child in case of illness or injury.

You will be notified if the following is exhibited:

1. Elevated temperature.
2. Frequent complaints for the same problem.
3. Injury requiring a doctor or hospital attention.

Medicines will be administered under the following conditions **ONLY**.

1. Signed permission of the parents.
2. Discernment of the Program Director.
3. Documentation of medication administered.

Procedure for medicinal disbursement:

1. Completion of this authorization form.
2. Medication must be in the **original pharmacy labeled container**.
3. Parent must provide the medication.

You will be expected to pick up your child if:

1. An elevated temperature is experienced.
2. The child vomits while at After-School.
3. The child exhibits signs of a contagious illness (chicken pox, mumps, etc.)

Discipline Procedure

Minor acts of misconduct are those which interfere with the orderly and safe operation of our After-School Program, such as disorderly conduct, disrespect, repeatedly not following instructions, etc. Such behavior, when not habitual in nature, will ordinarily be handled as follows:

1. By the teacher/staff member directly responsible for the child.
2. Counseling by the teacher/staff.
3. Warning, loss of privilege, time-out, etc.
4. Parental notification if such behavior persists after 2 attempts by the teacher to correct it.
5. Continued misbehavior will result in a conference with the Program Director.

Intermediate and **Major** acts of misconduct are those directed toward other students, staff, or property such as fighting, defiance, profanity, vulgarity, stealing, untruthfulness, deception, dishonesty or destruction of property. Such behavior will ordinarily be handled as follows:

1. Conference with Program Director.
2. Parents will be informed immediately.
3. If serious problems continue, withdrawal from program will be expected.

****NOTE:** It is our desire to make our After-School program as successful and as positive an experience as possible for all families. It will assist us greatly if you, as parents, will help us as we strive to create the best atmosphere for our program. As we work together, we are sure that this will be the end result! Thank you for your support and help with our discipline procedures.

If a problem does arise regarding how policies were followed, please execute the following procedures:

1. Contact the immediate staff person responsible for your child before contacting the Program Director.
2. Handle the matter as privately as possible.
3. Handle the matter as lovingly as possible.
4. If support or reconciliation cannot be reached at that level, contact the Program Director.
5. If #4 is not satisfactory, contact our school administrator.
6. If resolution or support cannot be reached after exhausting the preceding steps, we kindly ask that your child be withdrawn from our After-School program.