



Before/After School Care Registration Form 2018-2019

PLEASE SELECT: Before Care Only After Care Only Both - Before & After Registration Fee Paid

Student's Last Name: _____ First Name: _____

Homeroom Teacher: _____ Grade: _____

Siblings attending UNION:

Sibling: _____ Grade: _____

Sibling: _____ Grade: _____

Parent/Guardian Information:

Mother's Name: _____ Father's Name: _____

Mother's Cell Phone: _____ Father's Cell Phone: _____

Mother's Work Phone: _____ Father's Work Phone: _____

Email: _____

Other Adults Authorized To Pick Up Student:

Name: _____ Name: _____

Name: _____ Name: _____

PLEASE LIST ANY ALLERGIES: _____ Medical Conditions: _____

EPI PEN: YES or NO

OFFICE USE ONLY - DO NOT WRTE IN THIS AREA

Month	Amount Paid	Credit Card (log last 4)/eFunds	Check #/Money Order	Date Received	Late Fee
August/ September					
October					
November					
December					
January					
February					
March					
April					
May/June					



UNION Before/After School Care Program Policies and Procedures for 2018 - 2019

The UNION Before/After School Care Program follows all school-wide discipline procedures with some additional policies specific for the B/A School Care Program routines.

- NO STUDENT WILL BE ACCEPTED INTO THE PROGRAM WITHOUT A REGISTRATION FORM AND PAYMENT.
- Each year you must re-register your child. Registration does not roll over year to year.
- The family registration fee of **\$25.00** is non-refundable and must be paid in advance of enrollment.
- All Before/After School program payments/fees will be due on the 1st day of every month.
- Payments will be considered late after the 5th day of each month. A "Late Fee" of **\$10.00** will be assessed at the time of payment.
- Students not current on monthly payments will not be permitted remain in nor attend the program until all past-due fees are collected.
- All current payments/fees schedules are prorated for the school year, regardless of how many days in each month.
- We do not allow "daily or drop-in" students. **Emergency Care is permitted for 1 - 4 days for the entire school year at a daily rate of \$15.00
- We do not offer any sort of "Part-Time" care, all students must pay for the whole month.

Payments can be made online via eFunds, credit card, check, or money order payable to UNION.

Before/After School Care Schedule

Before School Care students must be dropped off by 7:00 AM.

After School Care Students must be picked up by 6:00 PM.

An additional charge of **\$10.00** will be charged for each consecutive day of late pick-ups after 6:00 PM.

Before/After School Care Program Safety

ALL students MUST be signed in & out by someone 18 years of age or older and identified on the student's registration form. Any person picking up a student WILL be asked to provide identification for verification. Students will not be dismissed to anyone that does not have the proper ID.

Switching Classes

Once students are placed in an AFTERCARE class they cannot be switched to another class. All classes are made up by student-teacher ratio and must adhere to the guidelines.

Lost or Stolen Items

The UNION B/A School Care Program is not responsible for any misplaced or broken items and/or clothing. Once classrooms are locked for the day they cannot be re-opened by any staff member. We kindly ask that students do not bring any toys to school. We provide all materials for students' enrichment activities.

I have read all of the above and understand the policies and procedures of the UNION Before/After School Care Program.

Parent/Guardian Signature: _____ Date: _____