

Procedures and Guidelines for After School Care

1. Parents must fill out and return the registration form before their child(ren) can attend after school care.
2. Once enrolled the parents must send in a note if their child **is not** going to After School Care on the specified day(s); otherwise a child will automatically go to the ASC.
3. Any changes to the ASC after registration, needs to be **in writing**, unless there is an unforeseen emergency.
4. A parent must pick up their child(ren) by 5:45 pm at the latest. If a parent is late a \$25.00 fee will be assessed to the parent. (IF late more than 15 minutes one time, or late 3 times).
5. There is a phone in the room if you ever need to call. You will need to just call the school number (597-3915) and your call will be transferred to the appropriate room.
6. All students will be supervised by an adult at all times. A child may not leave the room without permission and will be accompanied by another child, if necessary.
7. There will be a first aid kit in the room.
8. Parents are to push the buzzer at the door on the church side of the building to be admitted to pick up your child.
9. If someone other than the parent comes to pick up your child, either they should have a note from you or you need to have sent in a note or called the school before 2 pm. That person also needs photo ID to be shown, before a child will be released into their custody. If there is any question you will be called to verify the person and any other needed information.
10. There will be a snack provided by the teacher/adult. Please be sure to include any allergies on your registration form so we are aware of them.
11. There is an organized play time as well as time for the students to do homework. Be sure your child knows to bring everything they need to ASC, including books, pencils, and paper for work. Other play time materials and equipment will be provided.
12. **If there is no school on certain days, due to holidays, etc. there will be no ASC. This includes when school is closed due to the weather or some other emergency. There will also be no ASC if there is a 1 pm. closing.**
13. The first time your child is in ASC, the adult in charge will go over the rules of behavior. You will also receive a copy of them. If there is any problem, the adult/teacher will make you aware of it when you pick up your child.
14. Any movie or video that may be shown will be rated G. A child may bring their own books to read if they choose.

15. Children will be expected to conduct themselves in the same manner they are required to in any classroom. The basic rules followed throughout the Lighthouse Christian Academy will be applicable.

**Please sign below and return with application form. Thank you.
I have read the above procedures and guidelines for After School Care and am in agreement with them.**

_____ **Parent's signature**