



Before & After School Care

Purpose of the Program

GCA provides a consistent and quality childcare alternative for parents who are unavailable to pick up their children immediately after school or who need childcare prior to the start of the school day. The Before and After School Child Care Program is open to Lower School (PS-4th grade) students. The program is not designed to be an extension of the school day, and as such, it does not impose strict education curricula. Parents must enroll their child prior to using this program.

Hours

GCA Care is available during the school year. Before School Care begins at 7:00 a.m. and After School Care ends at 5:30 p.m. If GCA is operating on a delayed start, Before School Care will not be available. On early release Wednesdays, After School Care still ends at 5:30 p.m.

Fees

- Before School Care (BSC) - \$5.00 per day - no charge after 7:40 a.m. for bus students or lower school students with a MS/HS sibling
- After School Care (ASC) - billing will start at 3:30 p.m. and the charge is \$3.00 for every half hour until 5:30 pm.
- **A \$1.00 per minute late fee will be added if a child is not picked up by 5:30 p.m.**

Billing

Before and after school care will be charged to the parents' FACTS account at the beginning of the month for the preceding month. Payment is due by the 15th. Failure to pay monthly fees may result in late fees and your student's removal from the program.

Location

Both programs will mainly be held in the South Campus auditorium. Either program may need to be moved due to events scheduled in the auditorium. Before Care will be moved to the gym lobby. When this happens, signs are posted on the auditorium doors. **It is recommended that parents of young children walk them into Before Care to ensure their safety.**

Homework (ASC)

Students may work on homework at any time during aftercare. It is important to our program that homework is a priority for our students. We do understand that not all grade levels will have the same amount of homework and will have other educational activities available for the students during this time.

Snacks (ASC)

A snack with a drink will be provided daily for \$1.00 (cash only). Students can also bring a snack from home instead. **ALLERGIES TO FOOD AND DRINK ARE TO BE NOTED ON THE ORIGINAL REGISTRATION FORM.**

Outside (ASC)

Children will be taken outside on days when weather permits. Please make sure that jackets and warm clothing are at school on days especially in the spring and fall.

Electronics

Electronic devices are not allowed. Students are allowed to have their cell phones in their backpacks, but the phones are not to be out while at school and are subject to confiscation by the staff. After Care staff are not responsible for personal items that are broken while at ASC.

Discipline

Students who attend After Care will be expected to follow the same set of standards that the teachers and school expect from their students. ASC rules are as follows but not limited to:

1. Be courteous and respectful of staff and other children.
2. Be truthful.
3. Keep his/her hands and feet to themselves.
4. Always ask permission before going anywhere.
5. Follow directions.
6. Use materials and equipment in an appropriate manner.
7. Clean up all materials and snack messes.
8. Fighting is never permitted.
9. Foul language is never permitted.

Children will be expected to behave in an appropriate manner which contributes to a pleasant and enjoyable atmosphere. They will be expected to treat each other and the staff with mutual respect and to follow all rules. The staff will be responsible for administering appropriate disciplinary procedures which may include time-out/ or exclusion from certain activities for minor offenses. More serious problems will be discussed with a parent by staff. Serious problems include:

- the child hampering the smooth flow of the program by requiring constant one-to-one attention;
- inflicting physical or emotional harm to other children;
- physically abusing the staff;
- willful disobedience

Please review the above program rules with your child/children. If a serious problem does occur, a discipline report will be sent home and GCA will adhere to the following policy for serious behavior problems:

1. 1st notice - student will not be able to return to the program the following day the last notice is received.
2. 3 notices - student will not be able to return to the program for one week following the last notice.
3. 5 notices - student will be dismissed from aftercare for the rest of the school year.

Before & After School Care

Please list the names and the grades of children who will be attending the Before and After School Program and which service you will need for each child. Please return this sheet to your child's teacher prior to the use of BSC or ASC.

Name	Grade	Before School	After School

Parents' Names: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number where you can be reached during this time: _____

Alternate Phone Number: _____

Emergency Contact: _____ Phone Number: _____

Please list all allergies for your child(ren) :

Child _____ Known Allergies _____

Child _____ Known Allergies _____

Child _____ Known Allergies _____

What days of the week will you be using Before and /or After School Care?

If you are using Before Care, what time will your child(ren) be arriving?

If you are using After Care, approximately what time are you picking your child(ren) up?

List the following people who have your permission to pick up your child and a number where they can be reached.

Name	Phone Number

I have read the policies for BSC and ASC. We will abide by these policies and fiscal responsibilities.

Parent signature _____