



Aftercare Sign-Up Information
3-year-old – 6th grade

Aftercare Policies and Procedures

Aftercare is offered from 4:00 - 6:00 p.m. each day for an additional fee. Aftercare must be reserved **in advance** at the beginning of the school year. Days reserved will be billed monthly whether used or not. The reserved days will be billed at a flat monthly rate based on the chart found below and in the Financial Agreement. **If you have a last-minute need for aftercare, you MUST call before 2:30 p.m. and secure a spot (if available).** These days will be billed at \$8 per day.

Monthly fee for # of days reserved per week

1 day per week	2 days per week	3 days per week	4 days per week
\$20	\$40	\$60	\$80

SNACKS

If your child is in the after-care program, an after-school snack MUST be provided.

HOMEWORK

The after-care provider can help with homework if there are a low number of students in after-care. However, it is not the responsibility of the after-care provider and not possible if there are high numbers of children staying in after-care.

MEDICATION

No medication will be given by Extended Care Staff.

EARLY DISMISSAL

If school is dismissed early for any reason, there will **NOT** be aftercare.

LATE PICK UP

The staff members who facilitate the aftercare program are scheduled and paid to work until 6:00 p.m. and not later. Many days they may have other scheduled commitments and responsibilities that they must attend to when their day is completed at MHCA. Therefore, while we understand that emergencies may surface beyond one's control, their time must be considered and respected. For families picking up their child(ren) later than 6:00 p.m. **there is a fee of \$8.00 per child, per each 5-minute increment after 6:00 p.m.** (1-5 min/\$8 per child; 6-10 min/\$16 per child; etc.) All aftercare charges are billed through FACTS.

Students are to be ready and parents/guardians are to arrive just **prior** to 6:00 p.m. allowing enough time to depart the school premises no later than 6:00 p.m. This will allow the staff members to leave on time and arrive at any appointments they may have.

Mountain Home Christian Academy
Aftercare

Discipline Policy Aftercare ONLY

Minimum Licensing Requirements for Child Care Facilities

Christian discipline is love.

We at MHCA expect the following characteristics in our students:

- a) Cheerful obedience
- b) Cooperation with others
- c) Courtesy & respect for others
- d) Truthfulness & honesty
- e) Respect for school property and property that belongs to others

When these characteristics are missing, the following steps of discipline will be taken:

- 1) Remove the child from the group
- 2) Loss of privileges
- 3) Notify parents
- 4) Parent/teacher conference
- 5) Removal from aftercare program

Our goal is to help children prepare for future success in school by learning self-control and discipline.

I have read and understand the discipline policy of the aftercare facility. I give my permission for the center to use all methods set out above.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

If the parent(s) disagree with any disciplinary method above, please list the method preferred:

Parent's signature _____

Date _____

PLEASE NOTE: Physical punishment shall not be administered to children.
(State Minimum Licensing Requirements for Child Care Centers 500.2)