

**Excell Academy's
Before and After School Program**

2018-2019 Program Information

Features :

- snack for evening participants
- gym and playground use
- skilled staff to work and have fun with the children
- homework help for students
- age appropriate enrichment, learning and recreational activities including:

Homework Help
Arts & Crafts
Science Projects
Games
Skill Building
Access to Computer Lab
Public Library Use (occasional)

Hours of Operation :

Before School 6:30 am – 8:45 am

After School 4:00 pm – 6:00 pm

- Excell Academy's Before and After School program is available Monday through Friday and is in conjunction with the Excell Academy School Year Calendar.
- The program will not be open on holidays or school release days.

Excell Academy's Before and After School Program Fee Policy / Program Regulations 2018-2019

REGISTRATION: A non-refundable registration fee of \$15.00 per child must accompany the completed registration form.

Before School 6:30am – 8:45am	COST: \$200.00 per month per student
After School 4:00pm – 6:00pm	COST: \$200.00 per month per student
Both Before and After School	COST: \$300.00 per month per student
Occasional Users (twice per month)	COST: \$ 35.00 per use per student
Daily Rate	COST: \$ 52.00 per day
Hourly Rate	COST: \$ 7.50 per hour

SIBLING DISCOUNT: More than one student in the same family using the Before and After School Program will be charged an additional \$175.00.

For Example: Families with siblings registered in both before and after school will be charged \$300.00 + \$175.00 per sibling per month.

PAYING FEES:

Fees must be paid one week prior to your child attending the before and after school program for parents paying weekly. Fees must be paid one month in advance for parents paying monthly. All payments are non-refundable. Full payment is due whether or not your child is in attendance (including Holidays). No refunds are made due to absences. There will be a \$30.00 returned check fee on all returned checks. Excell Academy reserves the right to discontinue or limit service due to non-payment. Late payments are subject to a \$10.00 late fee. There are no prorated fee reductions given for specific days of use. The Program is scheduled along with Excell Academy's School Year Calendar. Families with accounts in default incur any costs for collection including legal fees. A written 30-day notice is required prior to dropping out of the Before or After School Program. If a 30-day written notice is not given fees will still be due as agreed.

LATE PICK-UP PENALTY: Any parent arriving after 6:00pm must pay a fine of \$1.00 for each additional minute.

- If your child(ren) is not picked up after ½ hour of overtime the late fees will double and your child(ren) may be taken to the nearest children's shelter.
- In case of an accident or emergency resulting in a late pick-up, the coordinator, or teacher must be notified and the late fee may be waived.

Parents must pick-up their child(ren) on time everyday. If late pick-up is consistent, parents will be asked to remove the child(ren) from the Program. Parents are also required to sign their child(ren) in and out every day.

BEHAVIOR: Students are expected to maintain good behavior at all times during the Before and After School Program. If the behavior is not appropriate, students will be given two warnings along with a conference with parents. If after the warnings the behavior does not improve the child(ren) will be asked to leave the Program. Excell Academy will not tolerate inappropriate / misbehavior in the Before and After School Program.

PROGRAM SCHEDULE: ****The Before and After School Program will only run with an expected amount of students registered and in attendance. If registration falls under the expected amount the program will not be able to run or continue as scheduled.****

Our staff will insure that the highest level of care will be given to your child(ren) at the Before and After School Program, however Excell Academy will not be held liable for any injuries that may occur during the Before and After School Program.

I have read and agree to adhere to the Policies and Regulations of Excell Academy's Before and After School Program.

Parent Print Name	Parent Signature	Date
_____	_____	_____

Student(s) Print Name(s) _____ **Date** _____

Amount included with this registration: _____

**Excell Academy's
Before and After School Program**

2018-2019 REGISTRATION FORM

A non-refundable registration fee of \$15.00 per child is required and is due at time of registration.

Please review the fees policy and program regulations before registering

Child's Name: _____ Birth date: _____ Grade _____

Child's Name: _____ Birth date: _____ Grade _____

Child's Name: _____ Birth date: _____ Grade _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (please include area code) _____ Cell Phone: _____

Mother's Name: _____ Work Phone: _____

Employer: _____ Work Hours: _____

Father's Name: _____ Work Phone: _____

Employer: _____ Work Hours: _____

Please circle one: My child(ren) will attend >

Before School Only from 6:30 am – 8:45 am

Occasional Use Only

After School Only from 4:00 pm – 6:00 pm

Both Before and After School

Emergency Information

I give permission to call my child's doctor / dentist in case of illness or emergency if I cannot be reached.

Doctor: _____ Phone: _____

Dentist: _____ Phone: _____

Does child(ren) have any physical problems we should know about? (asthma, allergies, etc):

Is child(ren) taking any special medication? _____

Emergency contacts (other than parents) :

_____ Relationship: _____ Phone: _____

_____ Relationship: _____ Phone: _____

* Persons authorized to pick up my child(ren):

* Persons NOT authorized to pick up my child(ren):

Parent(s) Print Name _____

Parent(s) Signature _____ Date _____