



AFTER SCHOOL CARE ENROLLMENT FORM

Available to students in PK-8<sup>th</sup> grade

After School hours are from 3:00-5:30 p.m.

Student Name (First/Middle/Last)	Grade	
Student Name (First/Middle/Last)	Grade	
Student Name (First/Middle/Last)	Grade	
Emergency Contact other than parent	Cell Phone	Work Phone

Please indicate the option you are choosing

After School Care	What days will your child attend?	Annual Fee PER CHILD	Payment Method
<input type="checkbox"/> 1 day per week	<input type="checkbox"/> Monday	\$350.00	<input type="checkbox"/> Annual
<input type="checkbox"/> 2 days per week	<input type="checkbox"/> Tuesday	\$650.00	<input type="checkbox"/> Monthly
<input type="checkbox"/> 3 days per week	<input type="checkbox"/> Wednesday	\$960.00	
<input type="checkbox"/> 4 days per week	<input type="checkbox"/> Thursday	\$1280.00	
<input type="checkbox"/> 5 days per week	<input type="checkbox"/> Friday	\$1600.00	

- \$50 non-refundable deposit per family is due at enrollment.
- No Drop Ins. Any student attending After Care will need to be enrolled in the program.
- Payment may be made in full directly to Oklahoma Christian School or by ACH draw.
- Monthly payments will start August 1, 2019 and continue through May 1, 2020. Annual payments are due on or before August 1<sup>st</sup>, 2019.
- No credits issued for absences for any reason.
- Attach a voided check from the account you want to be drafted for your monthly ACH, if it is different from the bank information on the check you use for the \$50 deposit.
- No discounts are offered for multiple siblings. There is no financial assistance for After Care.
- All parents will be required to sign their children out when they are picked up.
- Please sign and return the Late Pick-up Policy. We are unable to accommodate late pick-ups. Being habitually late may result in the withdrawal of your child from the After School program.

NOTE: If a family falls behind in paying extended care fees, their children will be withdrawn. Re-enrollment is subject to full payment of fees. Space will be at risk unless the account remains current. All fees are due on an annual or monthly basis regardless of the child's attendance.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**OCS Aftercare Late Pick up Policy**

**POLICY:** The OCS after school care program ends at 5:30 pm. All children are expected to be picked up by a parent or authorized guardian by 5:30 pm. If a parent/guardian arrives after 5:30 pm., families will be charged a designated late fee. There will be no exceptions or warnings. If a parent/guardian is late for whatever reason (flat tire, heavy traffic, weather conditions etc.) a late charge will be issued. A “no exceptions” policy makes it easier to apply the late policy to everyone consistently and fairly. The first 5 minutes after 5:30 will incur a \$5.00 fee, each minute after 5 minutes will be an additional \$5.00 per minute. For example, if you are 7 minutes late, you will be charged \$5.00 for the first 5 minutes and then \$5.00 for each minute over 5 minutes. In this scenario, you would pay \$15.00. Also, if you make a habit of being late with incurred late charges, your child will become ineligible for the aftercare program even if late charges are up to date. Therefore, if you incur more than \$100 in late charges over a semester, your child will become ineligible for aftercare.

**LATE PICK-UP PROCEDURE:** If you know you are running late, please contact Amy Thomas (405.226.4560) and let her know the anticipated time of pick-up. It is helpful for teachers to know in advance so they can help your child adjust to the late departure. It also helps the teacher plan for staff coverage during the minutes the child is remaining in the program. If a child is moved to a different area of the school a note will be posted on the outside of the site location’s door indicating the location of pick-up. The child’s belongings will be with the child at the pick-up point.

If a parent has not contacted OCS by 5:35, the protocol below will be followed:

1. First the parent/legal guardian will be called.
2. If the parent/legal guardian cannot be reached, we will call from the child’s authorized emergency contact list. We will continue to attempt contact with the parent/legal guardian and/or the authorized emergency contacts until 5:45 pm.
3. If by 5:45 pm, we are still not able to reach any parent/legal guardian and/or an authorized emergency contact, we will begin making alternative arrangements for your child.

Parent must sign out their child with the accurate time of pick-up on the ‘Late Pick-up Form’. Pick-up time is determined from the program’s clock setting.

The teacher assigned to supervise the remaining child/ren will complete the Late-Pickup Report and the parent/guardian will be asked to sign it. The teacher will then collect the appropriate fees depending on the time. You will be charged \$5 for the first 5 minutes and \$5 for each minute over 5 minutes.

If you are having consistent difficulties in picking up your child by 5:30 pm please talk to your child’s program director to help you find resources or assist to find solutions for prompt departure. Habitual tardiness can result in ineligibility for the aftercare program.

DATE: \_\_\_\_\_

I understand and have read the late policy regarding the afterschool program at OCS. I realize I will be charged \$5 for the first 5 minutes and \$5 for each minute past 5:35 pm I arrive to pick up my child. I agree to these terms and know that consistent lateness can be grounds for dismissal from the program.

CHILD/REN: \_\_\_\_\_

PARENT (printed): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



KIDZ KARE / KIDZ STUDY HALL

2019-2020 school year

Dear parents,

In anticipation of possible weather rendering it impossible for us to participate in outside activities, we need your help. There may be times when we would like to show movies. Most of the movies will be educational in nature but there may be times we have a theme and desire to show a rate G movie that goes along with the theme. Please sign the permission slip below if you give permission for your child to view the movie. If you do not give permission, they will be given an alternative activity.

Thank you for partnering with us.

Amy Thomas

Director of Saints Aftercare Program

Check one:

I give my student, \_\_\_\_\_(student's name), permission to watch rated G movies during the aftercare program at OCS.

I DO NOT give my student, \_\_\_\_\_(student's name), permission to watch rated G movies during the aftercare program at OCS.

\_\_\_\_\_  
Parent/Guardian PRINTED name

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date