

## **Dropins Afterschool Policies and Procedures**

Dropins afterschool program runs from the first day of school through the last day. We provide transportation from selected area schools, a healthy snack, homework help, structured activities and plenty of fun for your child. Our program runs from the time school is let out (both half and full days) until 6:00. We are also open during school breaks, vacation days and summer breaks. Our trained and certified staffs has teaching backgrounds, years of experience in childcare and are all caring adults.

**Hours of operations:** Monday - Friday after school until 6:00 if your child is picked up after 6:00 you will be charged \$1.00 per minute late. If your child does not need to be picked up afterschool, please notify Dropins by 2:00. This will avoid any confusion at pick up time.

### **Rates are as follows:**

\$60/ week (10% sibling discount)

\$15/ afterschool daily drop in

\$125/ week for full time (school breaks and summer camp)

\$25/ day for full time care (additional \$13 added to afterschool rate)

Payment is due by Friday, week prior to care. If payment is not made Dropins will charge a \$5.00 late fee if payment is received after Monday. **(This will be implemented and regulated this school year. Late fees will not be tolerated and child/children will be dismissed.)** Payment is due whether your child is present or not. We do not discount or reduce rates due to absences and a two week paid notice is required for withdrawal from our afterschool program.

**\*\*First week of afterschool is due at registration\*\***

### **School-age Program Rules**

1. Follow instruction of Dropins Staff.
2. Respect and care for other people and their possessions.
3. Respect and care for supplies, the equipment and the facility.
4. Be responsible for your own actions, possessions and messes.
5. Show citizenship by being nice to others (No verbal or physical aggressive behavior).
6. Be honest and trustworthy in all you do.
7. Have lots of fun!!!!!!!!!!!!!!

### **Discipline Procedures**

Our discipline methods consist of redirecting, verbal problem solving and at last resort time out. If we can't resolve the problem we will notify the parent and ask that the parent either talk to the child on the phone, at home after pick up or pick them up from Dropins immediately. If we experience repeated difficulties with any child we reserve the right to refuse admittance to Dropins.

**Please keep copy of policies and procedures for your records.**

**Dropins Afterschool Registration Form**

Child' Name \_\_\_\_\_ DOB \_\_\_\_\_

School Attending \_\_\_\_\_ Grade Entering \_\_\_\_\_

Address \_\_\_\_\_

Mother's Name \_\_\_\_\_

HM# \_\_\_\_\_ Cell# \_\_\_\_\_

Employer \_\_\_\_\_ WK# \_\_\_\_\_

Father's Name \_\_\_\_\_

HM# \_\_\_\_\_ Cell# \_\_\_\_\_

Employer \_\_\_\_\_ WK# \_\_\_\_\_

**Emergency Contact:**

Name \_\_\_\_\_ Ph# \_\_\_\_\_

Name \_\_\_\_\_ Ph# \_\_\_\_\_

**Consent to Medical Care /Treatment**

In the event that I cannot be contacted immediately, medical or surgical treatment can be administered to my child in the case of an accident or emergency, as prescribed by a treating physician, and hold Dropins Childcare and its employees harmless.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Consent to Transport**

I give Dropins permission to transport my child to and from school and any activities involving Dropins Afterschool Program. My child will be restrained in a seat belt or booster seat at all time while vans are in use. My child \_\_\_\_\_ does or \_\_\_\_\_ does not need a car seat.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I agree to allow photographs of my child to be used for publicity purpose only (please initial) \_\_\_\_\_**

**I have read and agree to all policies and procedures involving Dropins Afterschool Program:**

Parent's Signarture: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: **Payment Type:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Emp Initials:** \_\_\_\_\_

