



Before/After School Care Registration Form 2020 – 2021

PLEASE SELECT: Before Care Only Aftercare Only Both – Before & Aftercare

HOMEROOM TEACHER: _____ GRADE: _____
 Student's Last Name: _____ First Name: _____

Siblings attending WEND:
 Sibling: _____ Grade: _____
 Sibling: _____ Grade: _____

Parent/Guardian Information:
 Mother's Name: _____ Father's Name: _____
 Mother's Cell Phone: _____ Father's Cell Phone: _____
 Mother's Work Phone: _____ Father's Work Phone: _____
 Email _____

Other Adults Authorized To Pick Up Student:
 Name: _____ Name: _____
 Name: _____ Name: _____

PLEASE LIST ANY ALLERGIES: _____ Medical Conditions: _____
 EPI PEN: YES or NO

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

Month	Amount Paid	Credit Card	Check /Money Order	Date Received	Late Fee
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					

CARDINAL CHARTER AT WENDELL FALLS BEFORE/AFTER SCHOOL CARE PROGRAM POLICIES AND PROCEDURES

The WEND Before/After School Care Program follows all school-wide discipline procedures with some additional policies specific for the B/A School Care Program routines.

- **NO STUDENT WILL BE ACCEPTED INTO THE PROGRAM WITHOUT A REGISTRATION FORM AND PAYMENT.**
- **Registration and Payments:**
Each year you must re-register your child. Registration does not roll over year to year. ALL payments are due the first day of each month. **LATE PAYMENTS MADE AFTER THE FIRST WEEK OF THE MONTH WILL BE ASSESSED A \$10.00 LATE FEE.**
- Failure to pay MONTHLY payments in a timely manner will result in termination from the Before/After School Care Program.

The family registration fee of \$25.00 is non-refundable, must be paid in advance of enrollment and separate from tuition.

Payments must be made via [MySchoolBucks](#).

Before School Care students must be dropped off by 6:45 AM

After School Care students MUST be picked up by 6:00 PM.

An additional charge of \$10.00 will be charged for each consecutive day of late pick-ups after 6:00 PM.

Before/After School Care Program Safety

ALL students MUST be signed in & out by someone 18 years of age or older and identified on the student's registration form. Any person picking up a student WILL be asked to provide identification for verification. Student will not be dismissed to anyone that does not have proper ID.

Switching Classes

Once students are placed in an AFTERCARE class they cannot be switched to another class. All classes are made up by student-teacher ratio and must adhere to the guidelines.

Lost or Stolen Items

The WEND B/A School Care program is not responsible for any misplaced or broken items and/or clothing. Once the classrooms are locked for the day they cannot be re-opened by any staff member. We kindly ask that students do not bring any toys to school. We provide all materials for students' enrichment activities.

I have read all of the above and understand the policies and procedures of the WEND Before/After School Care Program.

Parent/Guardian Signature: _____ Date: _____