

Divine Mercy Academy
K to 8 Building
Before & After Care Program Registration

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Parent/Guardian Name _____

Home (____) _____ Work (____) _____ Cell (____) _____

See reverse side for emergency contact information.

The following people are authorized to pick up my child. I understand that if anyone other than the names of the person listed below are to pick up my child for any reason, I must contact the Program Aide, in advance, or my child **WILL NOT** be released to that person. (see the reverse side for additional emergency contacts)

• Name _____ Relationship _____

• Name _____ Relationship _____

• Name _____ Relationship _____

(Circle the day/days needed for care and check A.M. or P.M.)

	Monday	Tuesday	Wednesday	Thursday	Friday
A.M. Care	_____	_____	_____	_____	_____
P.M. Care	_____	_____	_____	_____	_____

There is a phone in the Extended Day Room if you would need to contact the teacher/aide from 3:00 p.m.-6:00 p.m. It is the same number as the school (412-372-7255 #4). It is ***important*** that you call the **school office** for anything pertaining to the Before & After Care Program during school hours (9:00-3:00).

I have read the GUIDELINES for the Divine Mercy Academy K to 8 Building Before & After Care Program and agree to follow them if my child is admitted into the program.

Parent/Guardian

Parent/Guardian

Date: _____

OVER

**GUIDELINES for the DIVINE MERCY ACADEMY K to 8 BUILDING
BEFORE & AFTER CARE PROGRAM
(PLEASE READ AND KEEP THESE GUIDELINES)**

Cost of care: \$5.00/hr./child - \$2.50/half-hour

- Open only on days that school is in session.
- 7:00-8:15 a.m. (9:00- 10:15 a.m. on delay days) and 3:00-6:00 p.m. Please be on time for pickup.
- Every 15 minutes past the half-hour is charged for the half-hour.
- Adult/child ratios 12-1 for primary and 15-1 for elementary students.
- Available for kindergarten through 8th grade students.
- A **\$25 registration fee per family** will be charged at time of registration.
- A snack will be provided each day.
- All checks should be made payable to: St. Bernadette School.

- I will pick up my child by 6:00 p.m. at the latest. Before & After Care Aides are finished at 6:00 p.m. A late fee must be paid in cash, **\$5.00/5 min./child**, if a parent is late in order to pay for the worker's time. The clock in the room will be used for time.

- I will complete the emergency care portion of the registration for each child I will be enrolling in the Program. Please list any allergies or physical restrictions.

- No medication will be administered.

- The Program will be held in the school. I realize that I (or the designated person) must go into the school and sign the attendance sheet when I drop off or pick up my child. Children are not permitted to meet their parents or guardians in the parking lot.

- There will not be Before & After Care due to:
 - A problem in the physical plant.
 - School is closed due to weather or school is not in session
 - Half-days before a holiday

- Your child/children can be removed from the Program for the following reasons:
 - Discipline problems.
 - Not following the guidelines.
 - Lack of payment.

- The guidelines are subject to change.

PLEASE KEEP THESE GUIDELINES FOR YOUR REFERENCE.

Emergency Contacts: List two (2) neighbors or nearby relatives who will assume temporary care of your child if you cannot be reached.

_____	_____	_____
Emergency Contact Name	Relationship	Phone #

_____	_____	_____
Emergency Contact Name	Relationship	Phone #

Allergies or Other Medical Conditions: