



## Extended Care Student Guidelines, Policies, and Procedures

### Please check any that apply:

- Registration for Extended care \$30 per student or \$40 per family
- Extended Care Morning Only 7:30 - 8:45 \$30 a week / \$85.00 a month
- Extended Care Afternoon Only 3:15 – 6:00 \$100 a week / \$180.00 a month
- Extended Care AM & PM \$225.00
- Extended Care Incidental Use -\$20.00 per occasion

For **each** additional family member, add \$10.00 to each amount that applies.

- Payment is due at the start of the week of Extended Care for those attending on a regular basis. Payment is due at pick-up for those attending on an as needed basis.
- There will be no Extended Care on days the school is closed for holidays or professional development.
- Afternoon Extended Care will include a snack\*, outside play (weather permitting), and homework time. Children are responsible for making sure they have their assignments. **Parents are reminded that they should check and review all homework.**
- Students are expected to follow LiFT Academy Student Code of conduct at all times in Extended Care. Expulsion from Extended Care will occur after 2 warnings or unless behavior warrants immediate expulsion.

**\*Parents are responsible and expected to supply drinks and snacks for their students each day they are in Extended Care.**

**LATE PICK UP FEE:** A late fee of \$25 per 15 minutes per family will be charged for children not picked up on time starting at 6:00 p.m.

**LATE PAYMENT FEE:** A late payment fee of \$10 will be charged for payments that are not received by the second day of the service period.

### Please note that you may lose your child care if you:

1. Fail to provide documents or information required
2. Fail to pay your "parent fee" to the child care provider
3. Inappropriate conduct by you or your child
4. Knowingly provide false information during the application
5. Are unable to pick up your children on time, on a regular basis

**BEFORE SCHOOL ARRIVAL PROCEDURES:** Each child must be signed in daily within the school building by an authorized person listed on the child's registration form.

**DISMISSAL PROCEDURES: Parent sign-out and pick-up:** Each after school student must be signed out by an **AUTHORIZED PERSON** listed on the child's registration form. The authorized person may be asked to present an official government photo identification card; i.e. driver's license, state ID, military ID, alien registration card, or passport. Any other person that is not listed on the child's registration form must display permission in writing from the parent or legal guardian and be able to present an official government photo identification card that has been verified by an authorized school employee before the child can be released.

**Authorized Persons:** **ONLY** those persons listed on your child's registration form are considered authorized. Family members, if not listed, are not considered authorized to pick up your child. Verification by the **Authorized LiFT Academy Extended Care Staff** will be made before any child is released to a person not listed on the registration form. **Documentation must be provided in the event parental custodial rights have been amended.**

**Changes in Dismissal Procedures:** If there are any changes in the dismissal procedures for your child, daily or continuous, please notify the Extended Care Staff in writing immediately. This will help to ensure the safety of your child.

**RELEASE OF CHILDREN:** Children may be picked up any time prior to 6:00 p.m., but they must be picked up **NO LATER** than 6:00 p.m. If an emergency arises, you are expected to make arrangements so that your child will be picked up before 6:00 p.m. and to notify the LiFT Academy Extended Care Staff accordingly. Parents who are unable to pick up their children on time, on a regular basis, may result in their child being withdrawn from the program. A late fee of \$25 per 15 minutes per family will be charged for children not picked up on time starting at 6:00 p.m.

**ILLNESS/ACCIDENTS:** Should your child become ill or injured during the program, you will be notified immediately and you must make arrangements to pick up your child at that time. Every effort will be made to offer first aid techniques available at the school site. However, serious injuries may require the need to contact first aid responders.

**I HAVE READ & UNDERSTAND ALL OF THE ABOVE GUIDELINES, POLICIES, AND PROCEDURES FOR LiFT ACADEMY EXTENDED CARE.**

---

**(Printed Parent Name)**

---

**(Parent Signature)**



## Extended Care Student Enrollment Form (PLEASE PRINT)

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: (Please circle) K 1 2 3 4 5 6 7 8 High School

Full Home Address: \_\_\_\_\_  
(Street) (City, Zip Code)

Gender: (Please circle) MALE FEMALE

Mother's Full Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Below is a list of individuals, other than myself, authorized to pick up my child from the program. (In case of an emergency or illness when a parent/guardian is not available.) Emergency contacts must be **LOCAL!**

Name: \_\_\_\_\_ Home#: \_\_\_\_\_

Cell#: \_\_\_\_\_

Name: \_\_\_\_\_ Home#: \_\_\_\_\_

Cell#: \_\_\_\_\_

Child(ren) Physician Dr. \_\_\_\_\_ Phone #: \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_ ID#: \_\_\_\_\_

Group# : \_\_\_\_\_

My child requires the following special needs and/or has the following allergies: \_\_\_\_\_

---

By my signature, I attest to the following: That the above information is correct. That in the event of a medical emergency, I authorize LiFT Academy Extended School Program to see medical care deemed necessary.

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

**Custodial Information: If non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please bring a copy of appropriate court documents to our office at the time of registration.**

School Signature: \_\_\_\_\_

Extended Signature \_\_\_\_\_