



After Care Registration Policy

Pre-Registration Required
Registration Fee: \$10.00
Make check payable to LCA and mark the MEMO line
“After Care Registration”

**YOUR CHILD MUST BE PRE-REGISTERED FOR
FULL OR PART-TIME TO PARTICIPATE IN THE AFTER CARE PROGRAM**

FULL TIME:

- \$6.00 per child for any portion of an hour.
(3:00-4:00 pm. = \$6.00, between 4:00-5:00 pm. = \$12.00, between 5:00-5:30 pm. \$15.00)

PART-TIME:

- Must be pre-registered for days desired.
- Participation permitted only on registered days, unless authorized in advance by the After Care Director or School Administrator.

DROP-IN and LATE PICK UP:

- 24 hours notice must be given in advance by phone or note.
- Must be authorized by the After Care Director or School Administrator.
- Offered only as space is available.
- All children not participating in an extra curricular event and remaining at school will be placed in After Care if not picked up by 3:15 pm.
- \$7.00 per child for any portion of an hour.
- Payment due at time of pick up.

LATE FEE:

- After Care ends at 5:30 pm. A late fee of \$1.00 per minute will be charged after 5:30 pm with a \$10.00 minimum.
- Any family late for pick up more than 3 times in a school year will be reviewed for exclusion from the After Care program.

AVAILABILITY:

- Aftercare is filled on a first come, first serve basis.
- Confirmation of After Care registration will be notified by the Director.

Parent Signature: _____

Date: _____

Lighthouse Christian Academy
After Care Parent Information

After Care is a service provided by Lighthouse Christian Academy to parents that have the need for additional supervision of their child/children after the school day has ended.

The After Care program is fully supported by the registered After Care families.

On time payments will ensure the continuation of this program.

HOURS OF OPERATION:

- 3:00 pm – 5:30 pm
- Monday through Friday on school days.

SPECIAL CLOSINGS:

- There will be no After Care on half-days throughout the school year.
- After Care will not be available on weather related school closings.
- Please check the school website and/or enroll in the Text Message Alert program available at www.lccademy.org

OPERATING PRINCIPLES:

- Registered After Care children will meet in the sanctuary at 3:00 pm.
- You must sign out your child with the Director of the After Care program.
- Failure to sign out will result in the maximum amount billed to your account.
- Children waiting for regular dismissal that have not been picked up by 3:15 pm will be taken to the After Care program with a minimum 1 hour fee applied.

REGISTRATION, FEE, and PAYMENTS:

- All After Care registrants must have a completed Health Inventory on file at LCA.
- \$10.00 non-refundable registration fee.
- Your child must be pre-registered for either full or part-time.
- Fees: \$6.00 per any portion of an hour from 3:00-5:00 pm. \$3.00 for any portion of the time from 5:00-5:30 pm.
- Late fee of \$1.00 per minute with a \$10.00 minimum. Any family late for pick up more than 3 times in a school year will be reviewed for exclusion from the After Care program.
- Drop-Ins (non-registered) must give 24 hours prior notice to the Director in writing or directly over the phone.
- \$7.00 for any portion of an hour will be charged for non-registered students payable the day of service.
- Space is limited. First come, first serve.
- Services are pre-paid. Your account will run a credit balance for services rendered.

DRESS CODE:

- School uniform is required during the After Care program unless otherwise authorized by the Director or School Administrator.

SNACK:

- Children will have time to eat a snack during After Care. Please provide a healthy snack for this time. No gum, no soda.
- Sharing of food is not permitted.

HOMEWORK:

- Students will be scheduled for 30 minutes of homework time during After Care. Extra time will be provided if needed.
- Children must have their own supplies for completing their assignments.
- Students may bring reading or activity books for this time as well.

AFTER CARE ACTIVITIES:

- After Care will provide a variety of activities for the students including indoor and outdoor games, rainy day movies, and other creative alternatives.
- Electronic games are permitted and will be the sole responsibility of the student.
- After Care does not take responsibility for lost or damaged electronic games.

PHONE USE:

- Use of cell phones is not permitted for any student enrolled in the After Care program.
- After Care phone can be used for emergency calls.

Please label your child's personal property

All questions regarding the After Care program may be directed to the LCA Administrator at administrator@lccademy.org or by calling the school office at 410.643.3034.



After Care Registration Form

Child's Name: _____

Authorized Person to Pick Up: _____

Parents(s) Name: _____

E-mail address: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-4:00 pm					
4:00-5:00 pm					
5:00-5:30 pm					

Total Hours: _____ \$ _____

Billing Address: _____

Person Responsible for Payment: _____

Signature: _____

Date: _____