



Aftercare Information & Policies

Registration

All students must be pre-registered for aftercare. Please fill out a registration form and include the \$10.00 registration fee. Checks may be made to Pepin Academies. All parents/guardians MUST provide emergency contact numbers on the registration forms.

Hours

Aftercare is offered Monday through Friday from 3:30pm to 5:30pm. Children picked up after 5:30pm are subject to late fees.

There is no care available on school holidays or vacations.

Payment

Aftercare costs are \$10.00 per day. Payment is appreciated within the week the aftercare service is rendered. Delinquent payments can result in your child not being able to attend aftercare. Arrangements can be made to accommodate special circumstances.

Late Fees

Late fees are as follows:

- \$5.00 fee (due that day) for the first 15 minutes after 5:30pm.
- \$25.00 fee (due that day) for each additional 15 minutes.
- After 3 late occurrences, students may be removed from the program.

Procedures

Aftercare begins promptly at 3:30pm. Any parent not picking up their child by 3:30pm will find their child in aftercare and will be charged. There is no additional grace period after 3:30pm as the grace period is between 3:15pm at dismissal to 3:30pm when teacher supervision outside the building is over. NO student will be allowed to wander the campus after 3:30pm. Failure to report to aftercare will result in administrative action.

Location

Aftercare location is to be determined.

Providers

Aftercare will be monitored by a school staff member.

Sign Out

Parents MUST enter the building to sign their child out. If someone other than a parent/guardian is picking up a child that person must be on the child's registration form. They will be asked to present a picture ID. In an emergency situation, please call the school office to make special arrangements before 3:30pm.

Homework/Snacks

Students will receive a light snack each day in aftercare. Homework can be completed the first half-hour with assistance if needed.

Rules

The standard school day rules apply in aftercare and will be adhered to. The safety and well-being of all our children is very important to us. Please let us know if your child has any special needs or concerns.

If you have any questions regarding the aftercare program, contact your campus's school office.

**Pepin Academies After-School Care Program
Registration Form**

Student's Name _____ Birthdate _____ Age _____ Grade _____

Home Phone # _____ Cell _____ E-Mail _____

Parent/Guardian Names(s): Parent _____ Parent _____

Home Address: Street/City/Zip _____

Employers: _____

Work Phone: _____

Emergency Contact: _____ Phone: _____

Name(s) of Authorized Persons: _____
(pick up student from Aftercare)

Phone(s): _____

Policy Agreement:

I have read and understand the policies and procedures of Pepin Academies' After-School Care Program.

Signature of Parent/Guardian: _____

Payment is due with registration. Please make checks payable to **Pepin Academies**.

Non-Refundable Registration Fee \$10.00

Week 1 Payment _____

Other _____

Total _____

Office Use Only:

Check, Credit Card #, or Dollar Amount: _____

Date Received: _____

Received by: _____

Total Amount : _____