**GRACE CHRISTIAN ACADEMY BEFORE & AFTER CARE APPLICATION**

**Payment Information**

**Before Care:** $160.00 per month (each child)

**After Care:** $160.00 per month (each child)

**Before & After Care:** $320.00 per month (each child)

**Payment:** Like a daycare, payment is due in advance of services to be received. Payments can be made by check or online at paysimple.com. Please make payments at the **BEGINNING** of each month.

**Late Payment:** If payment is not received when due, a $40.00 late fee will be added to the balance of the overdue balance plus the next month’s payment will be due in order to attend the next month. If your account is more than one month behind or has been identified with insufficient funds, your child’s enrollment will be suspended until balance is paid in full. After three suspensions your child will be dismissed from the program.

**Before School Program**

Hours: 7:30 AM-8:00 AM. No one is allowed in the building before 7:30. GCA before care entrance is at the end of the building (not the main entry door). For safety of our students please do not drop students off at the curb. Parents will need to walk students to the building in order to sign them in. **Students who are not signed in by the parent may be dismissed from the program.**

**After School Program**

Hours: 2:45-6:00 PM. Parents will need to enter through the main entrance in order to sign students out. Students will be released only to persons who are authorized to pick them up according to the GCA registration form. Any additions or changes will need to be in writing and given to a GCA director**.**

**Late Pick-up:**

Late fees will apply if your child is still at the school after 6:00 PM (Staffs clock out time). The charge of $10.00 for 1-10 minutes late and then $1 per minute until the child is picked up. If a student is picked up late 3 times, he/she may be dismissed from the program.

Thank you for enrolling your child in the Before and After School Program at GCA. If you have any questions or special circumstances, please contact the director.

\_\_\_\_\_Morning care only \_\_\_\_\_Afternoon care only \_\_\_\_\_Both morning & after care \_\_\_\_\_Drop-in

Male / Female

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 Child’s Name Circle One Grade Birth Date

Male / Female

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 Child’s Name Circle One Grade Birth Date

Male / Female

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 Child’s Name Circle One Grade Birth Date

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Parent/Guardian (if allowed to pick up child) Email

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Address City State Zip

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Cell Phone # Work Phone #

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Parent/Guardian (if allowed to pick up child) Email

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Address City State Zip

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Cell Phone # Work Phone #

**Please list the names and phone numbers of individuals authorized to pick up your child from GCA** Before & After Care (other than parents/guardians listed above). Student will not be released to anyone not listed below. A valid picture ID must be provided at pick up.

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Emergency Contact Name Relationship Phone #

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Emergency Contact Name Relationship Phone #

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Emergency Contact Name Relationship Phone #

Please list anyone who MAY NOT pick up your child from GCA Program.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If your child has any special needs due to allergies, diet, medical ,etc. please list below:

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Please initial after reviewing each statement below.

\_\_\_\_\_\_ I understand the program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

\_\_\_\_\_\_ I understand that GCA before & after care program will operate only on days when school is in session. The program will **NOT** operate during any break, teacher workday, or any other day when school is not in session.

\_\_\_\_\_\_I understand that if school is dismissed early due to inclement weather, our before and aftercare program will **NOT** be in session and students will be dismissed as indicated time.

\_\_\_\_\_\_ I understand it is my responsibility to maintain an up-to-date account balance and have read the late payment policy.

\_\_\_\_\_\_ I understand my child may be dismissed for discipline infractions, or at the discretion of the school administration.

\_\_\_\_\_\_ I understand that parents must walk students into the building to sign in and out for before and after care.

\_\_\_\_\_\_My child has permission to watch PG movies during GCA care.

Students will adhere to GCA code of conduct while attending Before & After Care. I, the parent/guardian of the above-named student, will assume liability for accidents and injuries during After School Program. **In the event of an emergency, I authorize the person(s) in charge to seek immediate medical attention for my child.**

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Parent Signature Date