

Divine Mercy Academy

Extended Care Program Registration

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Parent/Guardian Name(s) _____

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.)

1. Name _____ Relationship _____

2. Name _____ Relationship _____

3. 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 Care Room if you would need to contact the teacher/aide from 3:00 pm – 6:00 pm. It is the same number as the school (412-372-7255, option #4) It is **important** that you call the **school office** for anything pertaining to the Extended Care Program during school hours (8:30 am-3:00 pm).

I have read the **GUIDELINES** for the Divine Mercy Academy Extended Care Program and agree to follow them if my child is admitted into the program.

Parent/Guardian

Parent/Guardian

Date: _____

OVER

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 #
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Emergency Contact Name	Relationship	Phone #
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Allergies or Other Medical Conditions:

**GUIDELINES for the DIVINE MERCY ACADEMY
BEFORE & AFTER CARE PROGRAM**

PLEASE READ AND KEEP THESE GUIDELINES

Cost of care: **\$40.00 Registration Fee per family**
 \$8.00/hr per child

- Open only on days that school is in session.
- **K-8** Extended Care hours are 7:00 am-8:20 am and 3:00-6:00 p.m.
- 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 **\$40 registration fee per family** will be charged at time of registration.
- **NO snacks or drinks will be provided.** Students must bring their own snacks and drinks for Extended Care.
- **Charges for care will be billed/paid through your FACTS account on a monthly basis.** Payment in full is expected every month. Lack of payment will result in the suspension of Extended Care privileges until outstanding charges are paid in full. Late fees will apply.
- When Divine Mercy Academy is operating on a 2-hour delay, the Extended Care will also run on a 2-hour delay. Students may be dropped off beginning at 9:00 am and will be dismissed to their classrooms at 10:20 am.

1. I will pick up my child by 6:00 p.m. at the latest. Extended Care aides are finished at 6:00 p.m. A late fee of **\$1.00 min/child will be billed** if a parent is late in order to pay for the worker's time. The clock in the room will be used for time.
2. 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.
3. **No medication** will be administered.
4. The Program will be held in the school. I realize that I (or the designated person) must go into the school and sign my child/ren in or out when I drop off or pick up my child. **Children are not permitted to be dropped off in the morning without being signed in by the parent and are not permitted to meet their parents or guardians in the parking lot after school.**
5. There will not be Extended Care due to:
 - A problem in the physical plant
 - School is closed due to weather or school is not in session
 - In the afternoons on half-days of school
6. Your child/children can be removed from the Program for the following reasons:
 - Discipline problems.
 - Not following the guidelines.
 - Lack of payment.
7. I understand that the use of electronic devices (cell phones, games, etc.) in Extended Care is at the discretion of the Extended Care Aide. Students must adhere to the Individual Student Internet Use Contract. If a child violates this policy, the Extended Care Aide will confiscate the device and return it to the parent/guardian when the child is signed in/out.
8. The guidelines are subject to change.