

2018-2019 GOOD SHEPHERD CATHOLIC SCHOOL AFTERCARE PROGRAM

GRADES K-8

POLICIES AND PROCEDURES

1. Students must sign in daily.
2. **All children must be picked up no later than 5:30pm. After 5:30, there will be a \$5.00 per minute charge. Children picked up late three times in one month will be excluded from the program.**
3. Full payment is expected on the last business day of the month payable through FACTS Tuition Management Company. **Participation in the FACTS program is required.**
4. If you make an appointment after work, i.e., shopping, haircut, etc., please leave a number where you can be reached in case of emergency.
5. Parents will be notified immediately if their child comes to the program sick or with a fever so that the child can be picked up immediately.
6. Children will only be released to the persons whose names appear on your registration form. The adult picking them up must sign out all children.
7. If your child is taking medication and will need it while they are attending the program, please send the medication and call our attention to it. All medication (including such things as *Tylenol* and aspirin) **MUST** be in the original bottle with actual dosage on it.
8. Sometimes, a child may have a problem with another child. If this happens and it has not been called to our attention, we cannot do anything about it. If your child has a problem with someone, please make this known to us.
9. It is our goal to make the Aftercare Program a happy and positive experience for your child. If you have suggestions along the way, please let us know.
10. If your child is celebrating a birthday and you would like to have us share in it with him/her, please let us know a few days in advance. We will do everything we can to make ALL children feel special.
11. Our program abides by **ALL** Good Shepherd Catholic School handbook policies.
12. All groups will be combined at **4:30pm** to make a smooth and convenient pickup.
13. Homework assistance will be provided to all Aftercare students.

**Aftercare follows the school calendar and is only open on days that school is in session. If Aftercare must be closed on a school day, parents will be notified.**

(Complete and return the bottom portion with registration form.)

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I have read, understand, and agree to abide by the policies and procedures of Good Shepherd Catholic School Aftercare Program.

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Parent Signature

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Date