

# GOOD SHEPHERD PRESCHOOL AFTERCARE PROGRAM

2018-2019

## *Policies and Procedures*

1. Parents/guardians must sign their child "out" daily upon pick-up ensuring to list the accurate time and initials of adult picking up the child.
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. Aftercare fees will be collected via automatic withdrawal through Facts Tuition Management on the last business day of each month. An additional \$5 late fee will be charged weekly on overdue accounts. If you currently do not have a Facts account, please set up your account via the Facts link which can be accessed from the school's website at [gssfrankfort.org](http://gssfrankfort.org). If you have any questions concerning the Facts Tuition set-up you may contact Jennifer McKenna at [jmckenna@gssfrankfort.org](mailto:jmckenna@gssfrankfort.org)
4. 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.
5. Children will only be released to the person(s) whose names appear on your application form. The adult dropping off & picking up each child must sign the child in and out daily to include their initials on the attendance sheet.
6. If your child is taking medication and will need it while he/she is attending the program, please give the medication to the Lead-Teacher on hand with medical release form giving staff all details for administering the medication to your child. All medication **MUST** be in the original bottle with actual dosage on it. We, by State Law, are not allowed to administer Tylenol, etc. without proper written permission on a daily medical release form (Staff will provide you with this form).
7. We, by licensing regulations, are not allowed to administer sunscreen to your child without you as the parent/guardian providing us with the specific sunscreen to use on your child as well as a sunscreen application release form (Staff will provide you with this form). We will return any unused sunscreen to you when school is over.
8. Often, unknowingly, 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 immediately.
9. It is our goal to make "GSCS Preschool Aftercare Program" a happy and positive experience for your child. If you have suggestions along the way, please let us know. We always welcome fun, new creative ideas to make our program the best it can be for the children.
10. If your child is celebrating a birthday and you would like to provide a special snack for their special day to share with his/her Aftercare friends, please let us know a few days in advance. We will do everything we can to make all children feel special. ***Please keep in mind that we do follow State Nutrition Guidelines.***
11. Our program abides by ALL Good Shepherd Catholic School handbook policies.

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(RETURN WITH APPLICATION)

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date