



Before/After School Care Registration Form 2018 - 2019

PLEASE SELECT: Before Care Only Aftercare Only Both – Before & Aftercare

HOMEROOM TEACHER: _____

GRADE: _____

Student's Last Name: _____

First Name: _____

Siblings attending WELL:

Sibling: _____

Grade: _____

Sibling: _____

Grade: _____

Parent/Guardian Information:

Mother's Name: _____

Father's Name: _____

Mother's Cell Phone: _____

Father's Cell Phone: _____

Mother's Work Phone: _____

Father's Work Phone: _____

Email: _____

Other Adults Authorized To Pick Up Student:

Name: _____

Name: _____

Name: _____

Name: _____

PLEASE LIST ANY ALLERGIES: _____

Medical Conditions: _____

EPI PEN: YES or NO

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

Month	Amount Paid	Credit Card	Check /Money Order	Date Received	Late Fee
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					

WELL BEFORE/AFTER SCHOOL CARE PROGRAM
POLICIES AND PROCEDURES

The WELL Before/After School Care Program follows all school-wide discipline procedures with some additional policies specific for the B/A School Care Program routines.

- NO STUDENT WILL BE ACCEPTED INTO THE PROGRAM WITHOUT A REGISTRATION FORM AND PAYMENT.
- Registration and Payments:
Each year you must re-register your child. Registration does not roll over year to year. ALL payments are due the first day of each month.
LATE PAYMENTS MADE AFTER THE FIRST WEEK OF THE MONTH WILL BE ASSESSED A \$20.00 LATE FEE.
- Failure to pay MONTHLY payments in a timely manner will result in termination from the Before/After School Care Program.

The registration fee for 1 child is \$25.00, more than 1 child - Family registration fee of \$40.00, it is non-refundable, must be paid in advance of enrollment and separate from tuition.

Payments can be made by credit card, check, or money order payable to WELL.

Before School Care students must be dropped off by 7:15AM
After School Care students MUST be picked up by 6:00 PM.
An additional charge of \$1.00 per minute will be charged for late pick-ups after 6:00 PM.

Before/After School Care Program Safety

ALL students MUST be signed in & out by someone 18 years of age or older and identified on the student's registration form. Any person picking up a student WILL be asked to provide identification for verification. Student will not be dismissed to anyone that does not have proper ID.

Switching Classes

Once students are placed in an AFTERCARE class they cannot be switched to another class. All classes are made up by student-teacher ratio and must adhere to the guidelines.

Lost or Stolen Items

The WELL B/A School Care program is not responsible for any misplaced or broken items and/or clothing. Once the classrooms are locked for the day they cannot be re-opened by any staff member. We kindly ask that students do not bring any toys to school. We provide all materials for students' enrichment activities.

I have read all of the above and understand the policies and procedures of the WELL Before/After School Care Program.

Parent/Guardian Signature: _____ Date: _____