**OWL’S NEST**

**After-School Program Contract**

**Enrollment in this program is restricted to students of Village Gate Children’s Academy.  During the registration process, you will be asked if you and your child have read and understand the ASP Parent/Student Contract**

**Program Purpose / Goals**

The purpose of the **After-School Program** (ASP) is to enhance and support the growth of the Village Gate students through the provision of an enriching, engaging, safe, after-school environment.

**Location / Calendar / Hours**

* The After-School Student Program will be located in the Upper Elementary Classroom
* The program is available beginning Monday, September 9, 2013.
* The programs hours are from 3:00 P.M. to 5:30 P.M. on regular school days.  All students who are still on campus at 3:15 PM will automatically be signed into the After-School Program.
* The program is closed on all designated school holidays.
* All students must be picked up by 5:30 P.M. each school day.

**Enrollment Requirements**

* Complete the Registration Form
* Provide emergency contact and released information for each child.

**Attendance / Illness / Absence**

* A student who is absent from school due to illness may not attend the After-School Program that day.
* Parents will be notified if a student becomes ill, or is injured.  Parents are expected to pick up students promptly once notified.  In the case of an emergency, the staff will take the necessary action(s) to ensure the health and safety of the student.
* Village Gate will not be held liable for any injury or loss of property beyond its reasonable control.

**Behavior Management Procedures:**

* All School Behavior Expectations remain in effect during the After-School Program.
* Students are expected to come prepared with quiet work to complete and not disrupt others during the work portion of the program.

**Sign In and Out Procedures:**

* Each student must sign in each day for attendance and accounting purposes.
* Parents or guardians must sign out their child upon leaving. Anyone picking up the student who is not the Parent, must be listed on the child’s Emergency Contact Pick-Up List and have a Photo ID **This is the only way students will be released and it is in place for each child’s safety.**

**Fees**

* Daily and Full-Week Fees are paid monthly, but are contracted for the entire school year.
* Changes can only be made with a 30 day notice

**Fee Schedule:**

Hourly Rate $10 per hour for the first child

$7.50 per hour for siblings

Daily Rate (1 day/ week for the entire school year – for example: Every Monday for the whole school year)

$750 per day for the year (Billed at $75/ mo. for 10 mos.)

Full-Time (5 days/ week for the entire school year) $2750 for the year (Billed at $275/ month)

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**OWL’S NEST REGISTRATION FORM**

**Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Daytime Telephone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Telephone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program: \_\_\_\_\_\_\_\_ Full-Time \_\_\_\_\_\_\_\_ Hourly \_\_\_\_\_\_\_\_ Daily( \_\_\_\_ # of Days / M T W Th F)**

**Circle Day(s) of attendance**

**Parent’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**