



BOOKENDS BEFORE & AFTERCARE PROGRAM ENROLLMENT FORM

Step 1. Complete the **names & grades** of the children you wish to enroll.

_____	_____
_____	_____

Step 2. Select **billing option** (place a check mark to the right of the option you desire).

Options	Billing Options (per family)	
A. Bookends Club - includes <u>both</u> morning and afternoon care Morning Care 6:45-7:30 a.m. Afternoon Care 3:30-6:00 p.m.	Per Year - \$2,500 (billed in 10 monthly installments)	
	10-pass - \$150	
B. Morning Care Only Morning Care 6:45-7:30 a.m.	Per Year - \$1,200 (billed in 10 monthly installments)	
C. After Care Only Afternoon Care 3:30-6:00 p.m.	Per Year - \$2,300 (billed in 10 monthly installments)	

Step 3. Read the Guidelines and Notice of Exemption on the back of this page.

Step 4. Complete parent information and sign below.

Mother's Full Name _____

Father's Full Name _____

Present Address _____

Phone _____ Email address _____

I have read the Guidelines and Notice of Exemption. I agree to abide by all policies and procedures written therein.

Signature _____ Date _____

Step 5. Turn this form in to the **Business Office**.

For questions, please contact KHCS at (770) 921-3224.

BOOKENDS BEFORE AND AFTER SCHOOL PROGRAM

GUIDELINES

Basic Expectations:

- Respect Others – obedience, kindness, service, manners
- Respect Property – snack trash, toys, games, pillows, equipment

Routines & Procedures:

- Teacher will escort student to aftercare and sign them in with name and time.
- Only authorized person may sign student out with time and signature.
- Students with homework must report to the homework room first. Assistance is available. Behavior in this room is settled and quiet so that work may be accomplished.
- Each student must stay with his supervisor at all times—inside or outside.
- Each student should ask for permission to use the restroom or get water.
- Each student will receive one of each snack item per day. Additional snacks should be provided by the family if needed. Each student should have his own labeled water bottle.
- Each student should immediately obey any instruction given by a supervisor—both adult and teenager.
 - First behavioral offense will be discussed with the student and will be recorded in writing.
 - Second behavioral offense will result in another warning, a potential loss of privilege such as a portion of outside play, based on the age of the child, and a notification in person, phone call, or email to the parent.
 - Third behavioral offense will result in parent being notified immediately by phone and in a 3-day suspension from after care.
 - Continued behavioral offense may result in permanent dismissal from after care.

NOTICE OF EXEMPTION FROM LICENSURE

This Notice of exemption from licensure as a Before and Aftercare Program is to inform parents that Killian Hill Christian School will operate Bookends Before and Aftercare Program at 151 Arcado Road SW, Lilburn GA 30047 without a state license. The program operates as a compliment to our established private non-public Christian school. The school agrees to:

- Maintain accreditation and meet accreditation standards
- Comply with requirements for criminal background checks for directors and employees
- Comply with local, regional, and state health department, state fire marshal, and local fire prevention guidelines and requirements.

This program is not licensed by Bright from the Start: Georgia Department of Early Care and Learning as a before and aftercare program and is not required to comply with the Bright from the Start Rules for before and aftercare programs.

In compliance with state and federal law, Killian Hill Christian School does carry liability insurance.