KILLIAN HILL
Christian School

EXTENDED CARE PROGRAM
REGISTRATION FORM

Step 1. Complete the **names & grades** of the children you wish to include on the year plan.

_____ _____

_____ _____

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

Pass Options (per family)*	Billing:	
A. Bookends Year Pass – includes <u>both</u> morning and afternoon care Morning Care 6:45-7:30 a.m. After Care 3:30-6:00 p.m.	Per Year - **$3,000** (billed in 10 monthly installments)	
B. Morning Care Only Year Pass Morning Care 6:45-7:30 a.m.	Per Year - **$1,400** (billed in 10 monthly installments)	
C. After Care Only Year Pass After Care 3:30-6:00 p.m.	Per Year - **$2,500** (billed in 10 monthly installments)	

* Students arriving on campus before 7:30 a.m. (not involved in a before school activity) will be charged the daily Morning Care rate of $15.00 per child. Students remaining on campus after 3:30 p.m. (not involved in an afterschool activity) will be charged the daily After Care rate of $25 per child.

Step 3. **Read the Notice of Exemption on the back of this page and the After Care Program Guidelines (attached).**

Step 4. **Complete parent information and sign below**.

Parent's Full Name _____

Present Address _____

Phone _____ Email address _____

I have read and understood the After Care Program Guidelines and Notice of Exemption. I agree to support the After Care staff in their implementation of these policies.

Signature _____ Date _____

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

Notice of exemption from licensure

This Notice of exemption from licensure as an Extended Care Program is to inform parents that Killian Hill Christian School will operate Morning Care and After Care at 151 Arcado Road SW, Lilburn GA 30047 without a state license. The program operates as a complement 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 after care program and is not required to comply with the Bright from the Start Rules for before and after care programs.

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

After Care Program Guidelines

We value **Academics**:

- Study and Snack Time (3:30 – 4:15 p.m.)
  - Parents who work late want to know that their child has had time to study before going home, so we devote at least 30-45 minutes to homework and individual study.
  - We also provide the students with a small snack.
  - ❖ *Students should come ready to work on homework or read quietly.*
  - ❖ *Students must bring a water bottle.*
  - ❖ *Any additional snacks or special items must be brought from home, as **we cannot accommodate special requests.***

We value **Fun**

- Outdoor / Indoor Activity time (4:15 – 5:15 p.m.)
  - After a long day of school, kids need time to refresh their minds and stretch their legs!
  - ❖ *Students must stay in areas designated by the supervisor at all times.*
  - ❖ *Students must ask for permission to leave the area for any reason.*
  - ❖ *Students should handle After Care games and resources with care.*

We value **Safety**

- General Guidelines
  - We take our responsibility to look after your children **seriously**. We want to know where your child is at **all** times.
  - ❖ *Students must **sign in** upon arrival and **remain** in designated areas.*
  - ❖ *Students must be signed out by an **authorized individual***
  - ❖ *Students must follow instructions given by After Care Supervisors*
- Student Behavior
  - We want to be consistent in our expectations for student behavior at KHCS both during the school day and in After Care.
  - If a 7th – 12th grade student does not abide by After Care policies or supervisor instructions, s/he will receive demerits in accordance with the guidelines set forth in the Student Handbook.
  - If a K4 – 6th grade student does not abide by After Care policies or supervisor instructions, his or her parents will receive a **Behavior Slip** detailing the infraction and the stage of consequence.
  - Consequences for behavior follow these stages: Warning, Loss of Privilege, Talk with Principal, Temporary Suspension, and Removal from Program.

Monday	Tuesday	Wednesday	Thursday	Friday
Granola Bar Banana	Cheese crackers Apple	Goldfish Fruit cup	Sun chips Yogurt	Popcorn Ice cream

Daily Routine: 3:30 – Quiet time and snack 4:15 – Outside time 5:00 – Inside time 5:30 – Clean up and wrap up 6:00 Close	Special notes: • Students with specific food allergies must bring their own snacks from home. **We cannot accommodate special requests.** • A late pickup fee of $1 per child will be charged each minute after 6:05pm.

Thank you for taking the time to read our program guidelines! We look forward to partnering with you to have a fun, safe, and enriching school year with your child!
For further policies and information, please consult the "Extended Care Program Policies" section in the Student Handbook.

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

After Care Behavior Slip (Sample)

Name: **Date:**	
Code: _____	***1. Not following instruction*** ***2. Messy*** ***3. Unkind*** *4.* ***Disrespectful***
Stage: _____	***A. Warning*** ***B. Loss of privilege*** ***C. Talk with Principal*** ***D. Temporary suspension*** *E.* ***Removal from Program***