

Before/After School Care Registration Form 2017-2018

PLEASE SELECT: " Before Care Only " Aftercare Only " Both -

Before & Aftercare Homeroom Teacher:

_____ Grade: _____

Student's Last Name: _____

First Name: _____

Siblings attending Cambridge Academy:

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: _____

PLEASE LIST ANY ALLERGIES: _____

Medical Conditions: _____

EPI PEN: YES or NO

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

CAMBRIDGE ACADEMY - BEFORE/AFTER SCHOOL CARE PROGRAM POLICIES AND PROCEDURES

The Cambridge Academy 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:

Families are required to register their student(s) prior to attendance in our before/afterschool care program. Each family must pre-register weekly and prepayment is required weekly for students to attend. You may sign up each week with Signup Genius. Drop in students will not be allowed for any reason.

The family registration fee of \$25.00 is non-refundable, must be paid in advance of enrollment and separate from tuition. Payments can be made by credit card, check, or cash to Cambridge Academy. Before School Care hours are 6:30am to 7:30am. Only students registered may be dropped off for before school care. After School Care students MUST be picked up by 5:30 PM. An additional charge of \$10.00 will be charged for each consecutive day of late pick-ups after 5:30 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.

Lost or Stolen Items - The Cambridge Academy Before/After 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.

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

Parent/Guardian Signature: _____

Date: _____