



Conway Children's Castle  
 School-aged Before / After School Registration Form  
 1104 Deer Street, Conway, AR 72032  
 2018 – 2019



Please complete this registration form to reserve your place for the 2018-2019 school year. Details about the registration process can be found on the Registration information page. Please contact **Melonie Polk or Regina Kimbrough at 501-908-5489** if you have questions about the registration process.

Parent/Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Parent's email addresses: \_\_\_\_\_

Child's Name: \_\_\_\_\_. Nickname: \_\_\_\_\_ Male: \_\_ Female: \_\_

Current age: \_\_\_\_ Date of birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of child's school: \_\_\_\_\_

Address: \_\_\_\_\_

Child's home room teacher \_\_\_\_\_

School's phone number \_\_\_\_\_ Principal: \_\_\_\_\_

Transportation Information: Start Date: \_\_\_\_\_

**Children's Castle Transportation**

To school: \_\_\_\_M, \_\_\_\_T, \_\_\_\_W, \_\_\_\_TH, \_\_\_\_F

From school: \_\_\_\_M, \_\_\_\_T, \_\_\_\_W, \_\_\_\_TH, \_\_\_\_F

**NO TRANSPORTATION NEEDED**

To school: \_\_\_\_M, \_\_\_\_T, \_\_\_\_W, \_\_\_\_TH, \_\_\_\_F

From school: \_\_\_\_M, \_\_\_\_T, \_\_\_\_W, \_\_\_\_TH, \_\_\_\_F

I also understand that it is my responsibility to bring my child to this location and take my child from this location to my residence. I understand that it is the center's responsibility to transport my child from the center to school and from school to the childcare center location. If there are special circumstances, I will contact one of the directors (Melonie Polk or Regina Kimbrough).

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date \_\_\_\_\_

# After-School Program

## *Program Description*

Conway Children's Castle offers an after-school program that runs from 3:15 to 6:00 p.m. on all regular school days, and from 12:00 noon to 6:00 p.m. on parent/teacher conference half days. There is no after-school program on half days preceding the Thanksgiving, winter, spring, and summer breaks. In addition, there will be no after-school program when the center closes early due to inclement weather.

## *Sign In/Sign Out*

Students check in with the after-school coordinator. If a child is not attending on a regularly scheduled day, the center must be notified before noon. Parents must notify the after-school coordinator of any change in pick-up with written permission; for example, if someone not on the pick-up list is picking up your child. Students may be picked up at any time by a parent or adult designated on the pick-up permission list.

## *Behavior*

Students are expected to behave in a manner consistent with Conway Children's Castle's Behavior Policy. Positive reinforcement is the main form of discipline aside from the guidelines; however, time-outs will be used as needed. Continued disruptive behavior will result in parental notification. While every effort will be made to correct any problems, in extreme cases the Director may request that a child be removed from the program.

## *Schedule (Approximate times)*

The following schedule has been designed to allow the students time to relax after the school day, have a healthy snack, and do their homework.

3:15 - 4:00 p.m. Social and snack time

4:00 - 5:00 p.m. Homework time

5:00 - 6:00 p.m. Activity and game time

***Billing:*** Parents are billed on a weekly basis. Before/After care is \$60/week each or \$120/week for both.

***Change of Plans:*** Parents must notify the center by 12:00 noon of any change in plans for that day.

## *Late Charges*

Late charges are assessed every time a parent fails to pick up their child by 6:00 p.m. The late fees are \$15.00 for the first 5 minutes or any portion thereof, and \$25.00 for every 5 minutes (or portion thereof) thereafter. These fees are assessed to pay for the staff's extra time, and to help parents respect the end of the long school day. If you pick up your child at 6:10PM, you owe an extra \$40 cash at pickup.

## *Inclement Weather*

When the school closes early due to inclement weather, the after-school program will be cancelled for that day. Every effort should be made to pick up your child at the announced early-closing time.

## *Registration, Pick-up List and Medical Information Forms*

Please fill out the pick-up list and the medical information form for each of your children who will be attending the program. The after-school staff does not have access to the school district's nurse's medical information.

## *Calendar*

The after-school program that runs from 3:15 to 6:00 p.m. on all regular school days, and from 12:00 noon to 6:00 p.m. on parent/teacher conference half days. There is no program on school holidays, or on half days preceding the Thanksgiving, winter, spring, and summer breaks. In addition, there will be no after-school program when school closes early due to inclement weather.