



Before & After School Ministry

2023-2024

The Before and After School Ministry is available to 70 students in grades PK4 through 8th grade.

Sign In/Out Procedures

The program requires that an authorized adult sign the child in and out daily. The person who signs the child in and out must be at least 18 years old and listed on the application. Again, it is important that the form be current. The parent or legal guardian may update the form at any time. Corrections and changes to the form must be made in person. The staff will not modify the information via telephone or facsimile. Any adult picking up the child must be identified on the application form and present a photo I.D.

Health Information

Each parent will be asked to fill out an emergency information card. This information should remain current at all times listing phone numbers in which someone can be reached in case of an emergency.

The staff of beKidZ may request ambulance service to the closest health care facility if there is a serious medical emergency.

No medications will be distributed without a medication release form.

Breakfast and After School Snacks

Children may either bring breakfast with them or may take part in the breakfast that beKidZ Food Service offers. Breakfast is served from 7 a.m. to 8a.m. each morning and after school snacks are served from 3:15 p.m. to 4:15 p.m. each day.

An after-school snack will be provided. Children are not obligated to have a snack. Outside food is not allowed unless a medical problem dictates the necessity. A physician's note will be required for this. No soda or candy may be brought from home.

Late Pick-Up Charge

The program ends at 6:00 PM. From 6:01 to 6:15 PM, a late fee of \$15 per child will be charged. The staff will attempt to contact the parents at this time. After 6:15PM, an additional late fee of \$1 per minute will be charged. Late fees must be paid within two workdays. At 6:30 PM the police will be notified. Repeated late pickups and/or police notifications may result in the child being dismissed from the program. The clock at site will determine the official time.

Hours of Operation

beKidZ Before and After School Ministry operates on regular and off school days. The morning program begins at 6:00AM and concludes when the school day begins. The after-school portion begins when school is dismissed and ends at 6:00PM.

School Improvement Days

Each school year, the school districts have school improvement days, Christmas Holidays and Spring Breaks enrolled students can attend full days for an additional fee.

Weather and Cancellation Procedures

If school is cancelled for inclement weather, the center will open for childcare on most days. The Director determines cancellations, School closings and changes in dismissal times. We will announce through social media, by text/email. and television stations (Channel 4, 5, and 9).

Absences

If your child will be absent from school and the program, please contact beKidz officials to notify the Before and After School Ministry of the absence no later than 2PM. Unfortunately, fees cannot be adjusted when your child is absent.

Registration Fee

A **non-refundable** registration fee of \$50.00 is required at the time of registration. This is separate from tuition and does not apply to your child's monthly tuition payment. Before and After Care begins in August each year.

Tuition Fees & Refund Policy

beKidZ operates on a 9-month school year. Upon registering, your child is signed up for the entire school year. In the event your plans change, we require at least two weeks' notice of withdrawal. **Monthly tuition payments cannot be refunded or prorated for early withdrawal.**

Tuition payments are due on the 1st of each month upon arrival, no later than the 2nd day of each month, August through May. Payments after the 2nd of the month will be charged an additional \$45.00 late fee and five dollars each day after. If tuition fees become more than one month in arrears, and arrangements have not been made for payments we reserve the right to cash the post-dated check deposit, drop your child from our school roll, give your child's place to the next child on the waiting list.

There is **NO TUITION REDUCTION** for absenteeism. Our fees are based on a 9-month school term with payments divided into equal installments.

Procedures for Terminating Enrollment

As stated in the Tuition Fees section of this manual, if you choose to withdraw your child from school, please give **two weeks** advance notice or you are responsible for the entire month's tuition. In the event of withdrawal in the middle of the billing period, for any reason, tuition will not be prorated. If your child has not attended the program for one month and tuition has not been paid, your child will be terminated from the program. Re-enrollment is not guaranteed and will be possible only if space is available.

Monthly Billing

The budget billing plan is based upon the number of days the student attends divided by nine equal payments. If the budget plan is selected, you may not switch to weekly payments. The first payment for budget billing will be due September 1, 2023, with the remaining payments being due by the following eight months. The final payment will be due May 1, 2024. The number of days per month may vary. A late fee of \$50.00 will be charged for payments received after the 2nd day of each month regardless of holidays or weekends and \$5 each day thereafter will be charged.

Refunds and Returned Checks

The Before and After School Ministry is staffed based on enrollment. Therefore, no fees will be refunded. If the check is returned, a fee of \$50.00 will be charged. The student will not be allowed to return to the program until the fee is paid. After two returned checks, payments must be made by cash.

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BEHAVIOR PROCEDURE

Children will be expected to follow the same school rules, policies, and regulations, dress code, and conduct that they follow during the regular school day for the safety and well being of all concerned. This policy will be firmly enforced to ensure the best experience for all children. Children who cannot follow these rules will not be allowed in the program. Every attempt will be made to work with the individual student. If inappropriate behavior occurs, two written reports will be sent to the parents or guardians. After the second report, a conference will be scheduled with the Program Director. If there is no change in behavior, within an agreed amount of time and a third Behavior Report is needed, the parents or guardians will have a conference with the Director. If this cannot be resolved, the child will be dismissed from the program immediately.

I have read and understand the policy and have discussed it with my child.

Signature of Parent/Guardian: _____

Date: _____

Parent/Guardian Agreement

I have read the Before and After School Ministry Handbook and I understand and agree to its comments. I also understand and agree to pay True Vine-beKidZ the required fees for my child's participation in the program. I understand that payment is due in advance and must be paid by check, cash, money order, or cashier's check. I understand that my child will not be admitted to the program until fees are paid.

Signature of Parent/Guardian: _____

Date: _____