



## **Registration Information and Guidelines for Before and After Care Services**

Inspire Elementary recognizes and supports families with children enrolled in our school who need support before or after the regular school day to accommodate their transportation needs. That is why we have created an optional care service both before and beyond the regular day.

The Inspire Before and After Care Program is staffed by a licensed Student Monitor/Educational Aide or Teacher and is **ONLY** for students enrolled at Inspire Elementary during the 2019-2020 school year. This service is a privilege not a right for our families and can be terminated upon the sole discretion of the school administrator without cause with a 24-hour notice.

Students wishing to participate in Before or After Care programs can be dropped at the side entrance to the school from 6:30-8:00 AM or can be picked up from 4:00-5:30 PM. They will receive breakfast or a snack and a planned activity which may include tutoring and homework services. All participants are required to be of school age and enrolled at Inspire Elementary; be able to self regulate their behaviors and follow Inspire School and Safety rules; and be prepaid for service.

Service payments are charged by the week and must be made by the Friday of the week prior to activation. Before Care costs are \$25 per student and After Care costs are \$25 per student. A student needing both Before and After Care service will be charged \$50 per week. All costs are used to cover labor, food, materials and administrative costs to provide this service. Private accounts will be established for each participating family and balances reported each month. All payments can be made through our office. **We do not accept payment by the day or provide services on a day-to-day basis. All services are scheduled and approved in advance.** If you have an emergency, please contact the building principal for a special arrangement for that day.

We try our best to assist families who may run late occasionally (less than one day per month) as most of us are busy with work and home. If you have a life change that requires you to have a different schedule, please notify us in advance. Chronic tardiness for pick-up affects our care providers ability to help their own families. Any excessive tardiness, more than once per month or exceeding 15 minutes in length will be charged an additional \$10 for every 5 minutes beyond the regularly scheduled pickup time. Be prompt for your little ones and our families too!

Please make sure that all health and medical records are current and on file in our office. Emergency contacts are also required to be current and approved by the parent/guardian. Safety is critical. All parents picking up a student will be required to come into the facility and show identification when picking up a student. Ridesharing and alternative persons picking up is allowable only if arrangements are made a day before in writing from the parent/guardian prior to the actual transfer.

## Registration & Acknowledgement of Guidelines for Before and After Care Services

I have read and fully understand my rights and responsibilities as the guardian of \_\_\_\_\_ to adhere to and follow the guidelines for participation in Inspire Before or After Care Services above. I waive my rights to challenge placement decisions or hold Inspire Elementary responsible for any hardship caused by the removal or discontinuance of Before or After Care services and take full responsibility for payment and the transportation of my student(s) to and from Inspire Elementary School.

Signature

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

Approval

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

Please complete the enrollment form **COMPLETELY** if you are planning to utilize Before or After Care service during the 2019-2020 school year.

I am wishing to participate in the following service(s) for the 2019-2020 school year (check/circle all that apply):

- ☐ Before Care Service
- ☐ After Care Service

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Age

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Person Dropping or Picking Up

\_\_\_\_\_  
Car Year/Make

\_\_\_\_\_  
License #

\_\_\_\_\_  
Person Dropping or Picking Up

\_\_\_\_\_  
Car Year/Make

\_\_\_\_\_  
License #

\_\_\_\_\_  
Emergency Contact

\_\_\_\_\_  
Contact Phone Number