

Franklin Academy Aftercare Program Information 2019-2020

Welcome to an exciting new school year! Thank you for your interest in the Aftercare program. The Aftercare program starts immediately after carpool and ends promptly at 6:00 PM every day school is in session. Parents can voluntarily participate in the program as many days as needed. The cost of Aftercare for the entire 2019-2020 school year is as follows:

- K-8 \$1360 payable in 8 equal payments of \$170 or a lump sum of \$1224 (10% discount)
- HS\$900 payable in 8 payments of \$112.50 or a lump sum of \$810 (10% discount)

Payment can be made by visiting www.franklinacademy.org and clicking "Quick Links" at the top right. Then choose "School Store". "Drop In" use of Aftercare will be on a prepaid basis. You can purchase days in sets of 5 from the school store. Print and bring your receipt to the Aftercare school staff. They will keep track of the days you've paid for and used on the "punch sheet". No monthly payments can be submitted to the ASC director.

Upon Entry to Aftercare:

- Attendance-Each student must sign in to aftercare promptly after carpool and if they are meeting with a teacher or other group and plan to return to Aftercare, they must notify the after school director of their plans. If they are participating in an athletic practice but plan to attend Aftercare when finished, they **MUST** sign in to aftercare prior to attending the practice and then return promptly when finished. If a student continually fails to follow this process, Franklin Academy will ask that they do not participate in Aftercare.

Pick-Up Time is 6:00pm. Please note: Students picked up after 6:00 pm will be charged a minimum of \$5.00 and \$1.00 per minute thereafter. These charges must be paid in CASH to the aftercare worker when the child is picked up. Traffic, bad weather or other unforeseen circumstances do not waive the late charge fees.

Please remember that Aftercare is a school run program. Aftercare is a voluntary program and while in session the school's discipline policies are in effect as stated in the Franklin Academy Handbook. Please see the attached terms and conditions for further explanation of discipline protocols.

If you have any questions regarding the after school care program, please find grade level specific contact information listed below.

Franklin Academy II K-2nd grades: Samantha Williams: williamss@franklinacademy.org
Franklin Academy IV 3rd-5th grades: Dio Martin: martind@franklinacademy.org
Franklin Academy III 6th-8th grades: Diann Brooks: brooksd@franklinacademy.org
Franklin Academy V 9th-12th grades: Shelly Harper: harpers@franklinacademy.org

Please read and sign the attached terms and conditions to secure a space in our aftercare program for your child. ALL PARTICIPANTS are required to sign and return the attached agreement form in order for a child to be enrolled and attend the Franklin Academy Aftercare Program.

Please keep this page for your records

**The Franklin Academy After School Care Program
Student Information
2019-2020**

Student Information:

Name First: _____ Middle: _____ Last: _____

Goes By: _____ Gender: M / F DOB: _____

Homeroom Teacher: _____ Grade: _____

Sibling Information (that currently attend FA):

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____

Family Information:

Guardian(s)

1. First Name: _____ Last: _____ Relationship: _____

Address: _____

Home Ph.#: _____ Work#: _____ Cell# _____

E-Mail Address: _____

Employer: _____

2. First Name: _____ Last: _____ Relationship: _____

Address: _____

Home Ph.#: _____ Work#: _____ Cell# _____

Employer: _____

Emergency Contact Information (other than above):

Name: _____ Relationship: _____ Phone#: _____

Name: _____ Relationship: _____ Phone#: _____

Note: Emergency contacts need to be available between 3PM & 6PM

Student Information

Medical Information:

Physician Name: _____ Phone#: _____

Dentist Name: _____ Phone#: _____

List any medical conditions that the after school care staff may need to be aware of in the space below. (allergies, asthma, heart problems, etc.)

Release Information:

This area is used for the personal safety of all students. If there is anyone who is specifically **NOT** allowed to pick up your child (due to custody or safety issues), please provide that information below. The safety of your child is our number one priority. Thank you for your cooperation in this matter.

The following person(s) are **NOT** allowed to pick up my child:

Name: _____

Name: _____

* * * * *

In addition we ask that anytime someone other than persons listed as guardians pick up your child, you send a note, call the school office and leave a message for aftercare, or e-mail the after care staff with this information. The after school care staff will ask for a picture ID when signing your child out.

All information gathered is strictly CONFIDENTIAL.

The Franklin Academy After School Care Program

2019-2020

Waiver & Release Agreement:

I, the undersigned hereby acknowledge that I am aware of the nature of this activity. My child is voluntarily participating in the Franklin Academy After School Program and any activities offered. I will provide any transportation to and from The Franklin Academy and assume all risk of injury that might result to my child. I hereby consent to hold The Franklin Academy After School Care Program and all of its staff members or agents free from any and all liability, claims, and other actions whatsoever arising from this activity in The Franklin Academy After School Care Program. I further agree to release The Franklin Academy After School Care Program and all of its staff, members, or agents, from any and all liability for any loss or theft of personal property. I also agree to waive all rights of subrogation.

In the event any injury, illness or other condition, which would require immediate medical assistance, I hereby consent to allow The Franklin Academy After School Care Program and all of its staff, members or agents to take such actions as necessary to contact and provide emergency and medical assistance. I hereby consent to assume all financial responsibility for such medical assistance.

I have carefully read this waiver and release agreement and fully understand it is a release of any and all liability, claims, and other actions whatsoever. I also understand that failure to sign this waiver and release agreement will prevent my child from participating in this activity and my payment will not be refunded.

Print Student's Name: _____ Age: _____ Grade: _____

Print Parent Name:
(Mother) _____

(Father) _____

Parent Signature: (Mother) _____ Date: _____

Parent Signature: (Father) _____ Date: _____

Participation Agreement for the Franklin Academy Aftercare Program 2018-2019

Terms of participation in our program are as follows:

Payment:

- Payment is due once services are rendered. Participants are expected to sign up for PayPal payments no later than August 16, 2018.
- If payment is not received by the close of the PayPal payment window and no arrangement has been made with the Franklin Academy Business Office prior to this time, you will be required to make other arrangements for the care of your child.
- *Families with special circumstances must contact the Business Office directly at 919-453-5090, Ext. 105 or business@franklinacademy.org to make payment arrangements. Aftercare directors are not authorized to make such arrangements.*
- All student information forms, waiver and release agreements must be signed and returned prior to the (1st) first day of services.
- Services cannot be rendered until this contract is signed and returned. **Student Conduct:**
- Students are expected to behave appropriately at all times in accordance with the Student Code of Conduct.
- Students who misbehave and/or violate the Student Code of Conduct will face the following disciplinary protocol:
 - First Offense: Written warning
 - Second Offense: Suspension with consideration of permanent removal from the aftercare program (length of suspension and removal from program determined at the discretion of administration)
 - Any subsequent offenses may result in immediate removal from the program once a suspension is issued
- School Administration reserves the right to immediately suspend and/or remove a student from the program for behavior that is particularly egregious, disruptive, or violent in nature without the issuance of a written warning.
- Please review the Student Code of Conduct found in The Franklin Academy Handbook with your child and explain that these rules apply not only during the day but in aftercare as well.
- The rules of aftercare apply equally to all students enrolled.
- Once a student is removed from the aftercare program, regardless of the grade, their removal is permanent and in effect for the duration of their enrollment at Franklin Academy. **Pick-Up/Late Fees/Other Information:**
- Students must be picked up by 6:00 PM by a parent or an authorized individual. (Parents must notify Franklin Academy After School Care staff in writing if someone other than the parent will be picking up the student. (All individuals will be required to show a picture ID at pick up.) No child will be released without prior written approval.
- Students that are picked up after 6:00 PM will be charged a minimum of \$5.00 and an additional \$1.00 per minute thereafter. These charges must be paid in cash to the aftercare staff when the student is picked up.
- Traffic, bad weather or other unforeseen circumstances does not waive of the late charge fees

By signing below, I acknowledge that I have read, understand, and agree to the terms and conditions as set forth by the Franklin Academy Aftercare Program.

Print Name _____

Signature _____

Date _____