Park Row Academy and Children’s Center
Before and After School Care
Enrollment Contract

Student name(s)  __________________________________________________________  Grade _______
  __________________________________________________________  Grade _______
  __________________________________________________________  Grade _______

Number of days needed for Before School Care each week _______  Which days?  M  T  W  TH  F
Number of days needed for After School Care each week _______  Which days?  M  T  W  TH  F

Please read the following carefully and sign below:

Grades:  BSC is available for students in grades K-6; ASC is available for Full-day PK – 6th grade

Hours:  BSC: 7:00 a.m. – 8:00 a.m.; ASC: 2:30 p.m. - 6:00 p.m. No BSC will be offered on late start days. No ASC will be offered on early dismissal days. PRCA reserves the right to cancel ASC in case of incliment weather if the staff determines that travel may be a danger.

Registration fee:  ASC: $50; There is no registration fee for BSC use.

Tuition:  BSC: $2.00 per day per child for the days specified above. ASC: $8.00 per day per child for the days specified above. I will be charged for those days whether my child attends or not since my child’s place is guaranteed and staff has been hired. (School holidays are an exception). There will be a $25 charge for changing my child’s contracted days after the start of school. Students may only attend BSC and ASC on the days indicated above.

Holidays:  There is no charge for the Christmas break, Spring Break or scheduled school holidays.

Payments:  My child’s Before and After School Care tuition will be put on my FACTS automatic drafts each month from September to April. The yearly total tuition for the entire school year will be calculated and divided into 8 equal monthly installments. Each monthly installment will be 1/8 of the total and not indicative of the number of days in the month. There is no payment in August or May.

Drop-off/pick-up:  My child can be dropped off in the office at 7:00 a.m for BSC. Staff will unlock the front door at 7:00 a.m. (according to the official school clock). Children may not be left on the porch if the door is locked. My child is to be picked up no later than 6:00 p.m. each day from ASC. If my child is not picked up by 6:01(according to the official school clock), I will be charged $10.00 at 6:01 and $1.00 every minute thereafter until my child is picked up. I will be asked to sign a charge slip and must pay this charge to the teacher by 6:00 p.m. the next school day.

Records:  A copy of my child’s school registration form will be kept on file in Before and After School Care along with all ASC forms. I will notify the school office and/or ASC personnel of any changes to this information.

I have read and agree to the terms stated above.

__________________________________________________________________________
Printed parent name  Parent signature

__________________________________________________________________________
Date  E-mail address

For office use only:

Yearly tuition $_______ BSC + _______ ASC = _______ or 8 monthly drafts of: $__________

Completed: ___copy of both forms to parent  ___copy of student information form attached
Park Row Academy and Children’s Center
Rules Agreement

Please read the following carefully and sign below:

➢ BSC:
Arrival: Student should be dropped off at school no earlier than 7:00 a.m. Please make sure students enter the building before leaving. Staff will unlock the door from the office. Students will then go directly to the office.

Food: Breakfast should be eaten before arriving at school. No food will be allowed in BSC.

➢ ASC:
Arrival: Pre-K students are picked up at the classrooms by the ASC teachers at 2:30. Academy students should go straight from class to After School Care at 3:15. This applies even if the student needs to stay and finish work for his/her teacher. Attendance is taken at 3:25 and the snack is served only until 3:45. The student will be sent back to class around 3:45 with permission from their teacher.

Snack: A snack will be served each day at 3:30. Food and drink will both be provided. Students will not be allowed to bring snacks from home, eat leftovers from lunches or buy drinks from vending machines. If a student does not like what is offered for the day, they may choose to skip snack for the day. Other items from the snack closet will not be offered. The ONLY exception will be food allergies.

PLEASE LIST ANY FOOD ALLERGIES: __________________________________________________________

Daily Schedule: There will be a time allotted for homework as well as outside time, gym activities, and table activities such as art and board games. The schedule may be amended due to weather conditions and church or school functions that require use of the gym and lunchroom areas. Changes to the regular schedule will be posted on the gym doors.

Homework Time: A 30-minute homework time is enforced when the student indicates that he/she has homework. The homework table will close no later than 5:30 p.m. The homework tables are monitored and minimum assistance is given by the ASC teachers. Due to the large number of students at ASC, personal tutoring is not available. Students will not be allowed back in his/her classroom after 3:30 so all materials should be brought to ASC, including pencils, paper, books, assignments, etc.

Items from home: After School Care is well stocked with a variety of games, toys, art supplies and gym equipment. All items brought from home including toys, food, hats and accessories must remain in backpacks to prevent loss, breakage or injury. Student cell phones must remain off and in backpacks while a student is in ASC. Any calls from a parent MUST go through the ASC phone.

Safety: Due to age and size differences in ASC all safety rules should be followed both in the gym and outside. All school discipline rules and consequences apply in ASC. Equipment should be used correctly. Shoes should be worn at all times. Students should stay within view of staff at all times. Students MUST ask permission to leave to use the restroom so teachers know where students are at all times.

Pick-up: Pick-up is through the double gym doors. The only exception will be on days where students are moved to the front office due to events scheduled in the gym. Students will be released only to persons on the child’s pick-up list. It is the responsibility of the parent to notify the office or after school care staff if someone new will be picking up the child. Teachers will ask to see the driver’s license of anyone they do not recognize. Parents should notify the office or ASC staff of any changes to the emergency contact information. Typically the children are on the playground between 3:45 and 4:30 each day. Pickup instructions will be posted on the gym doors during that time.

After School Care staff can be reached at one of the following numbers during ASC hours:
  817-313-4158       ASC staff cell phone
  817-277-1021 ext. 222 Phone in lunchroom area
  817-277-1021 school office phone answered from 7:45 a.m. to 3:30 p.m.

I have read these rules with my child and we agree to abide by them.

__________________________________   ____________________________________   ______________
Printed parent name   Parent Signature   Date