

AFTERCARE WEEKLY SIGN-UP FORM

Please submit **THIS FORM** each Monday, by 8:15 a.m.
(Wednesday morning IF your child is enrolled in the W,Th,F K4 class)

Week of _____

Student's Name _____ Grade _____

My child will be attending AfterCare on the following days this week:

Every day: Monday – Friday

(Even if your child attends every day, you will still need to submit a form on a weekly basis.)

OR Check the specific days your child will attend this week:

Monday Tuesday Wednesday Thursday Friday

If changes occur to the above schedule, please call the school office as soon as possible. (251-633-8055).

We **REQUIRE** that each family using AfterCare must submit this form to the office on **Monday of EACH week**. This procedure insures the safety of our students, enabling us the ability to maintain a manageable student to teacher ratio. While we understand emergencies arise, we ask that you follow these guidelines so that our AfterCare staff can be adequately prepared each day! Additional weekly sign-up forms are available from ParentsWeb or from the school office. You can make copies as needed.

Students remaining in AfterCare after 5:30 p.m. will be charged a late pickup fee at the rate of \$5.00 per 5 minute interval, billed to your family's account.

NOTE: An additional service fee (\$15 per instance) will be billed to your family's account for a student who stays in AfterCare but does not submit a form on Monday.

Thank you for helping to make our class a fun and safe place!