

EXTENDED CARE CONTRACT -1 of 2**BCJA Extended Care Program: Kindergarten - Grade 8**

The BCJA Extended Care Program is designed to aid our parents in need of child care beyond regular school hours. Extended Care is available to all enrolled BCJA students. The hours of operation are Monday – Thursday 6:00 am – 8:15 am, 4:00 pm - 6:00 pm; Friday 6:00 am – 8:15 am, 2:30 pm - 5:00 pm. **There will be an additional charge for late pickups.**

Payment is due weekly or monthly to the extended care director. The payment for the week of August 15-19 is due on **Friday, August 19**. If you pay four weeks, in advance, there is a **10% discount**. If you have an outstanding balance, your child(ren) will not be allowed to use this program or attend classes until all outstanding fees have been paid in full. Parents or Emergency Contacts will be called to pick up your child(ren).

BCJA Extended Care Hours and Late Fees

Morning Care	6am – 7:30am	
	<i>Students who are dropped off between 7:30am - 8:15am are not charged.</i>	
Aftercare	Monday – Thursday	4:00pm – 6pm
	Friday	2:30pm – 5pm
	<i>Students who are picked up between 3:30pm - 4:00pm (M-Th) are not charged.</i>	
	<i>Students who are picked up between 2:00pm - 2:30pm (F) are not charged.</i>	
Late pickup fees:	\$1/minute	Paid to Extended Care supervisor at pick up
Late pickup times:	Monday - Thursday	after 6:00pm
	Friday	after 5pm

Children not enrolled in the Extended Care Program will be charged a drop in rate of \$15.00 per day. For the care and safety of our students, they will not be allowed to remain on school grounds unsupervised at any time. Students not enrolled in the extended care program, that are not picked up by 4:00 pm (2:30 pm on Fridays), will be sent to Aftercare and your account will be billed accordingly.

Student Pickup:

A signed authorization form must be on file for all individuals with permission to pick up your child(ren). In the event that your child(ren) must be picked up by someone not previously authorized, you must submit in writing, the person's name, dates and time for which they are being granted authorization to pick up.

Acceptable forms of communicating this change include **email and hand written and typed notes** with parent signature. **Phone calls or text messages to faculty or staff are not considered acceptable forms of authorization.** No child will be released without the proper documentation.

Extended Care Rules:

- We are respectful and kind to each other and obedient our teachers and staff.
- We don't engage in contact sports (ex. tackle football) or pretend to fight or "rough house."
- We make sure that a supervisor knows where we are at all times.
- We sit, eat, and clean up before playing.
- We do not use electronics (phones, I-pods) etc. during this time.
- All school rules still apply.

To enroll your student(s) in the BCJA Extended Care Program, please complete and return the following page.

REGISTRATION PACKAGE B

2016-2017

Berean Christian Junior Academy

EXTENDED CARE CONTRACT - 2 of 2

BCJA Extended Care Contract: Kindergarten - Grade 8

Student name: _____

Grade: _____

Student name: _____

Grade: _____

Student name: _____

Grade: _____

Please indicate which plan you will be using:

One Student

- | | | | |
|--------------------------|-----------------------|-----------|----------------------|
| <input type="checkbox"/> | Morning and Afternoon | \$55/week | totals for one child |
| <input type="checkbox"/> | Morning only | \$15/week | |
| <input type="checkbox"/> | Afternoon only | \$50/week | |

Two Students

- | | | | |
|--------------------------|-----------------------|------------|-------------------------|
| <input type="checkbox"/> | Morning and Afternoon | \$100/week | totals for two children |
| <input type="checkbox"/> | Morning only | \$ 20/week | |
| <input type="checkbox"/> | Afternoon only | \$ 90/week | |

Three Students

- | | | | |
|--------------------------|-----------------------|---------------|---------------------------|
| <input type="checkbox"/> | Morning and Afternoon | \$135/week | totals for three children |
| <input type="checkbox"/> | Morning only | \$ 22.50/week | |
| <input type="checkbox"/> | Afternoon only | \$120/month | |

Drop In per student

- | | | |
|--------------------------|-----------------------------|--------------|
| <input type="checkbox"/> | Morning care drop in (only) | \$ 5.00/day |
| <input type="checkbox"/> | After care drop in | \$ 15.00/day |

- Payment is due upon receipt of the bill for any given month.
- Students who are picked up late will be billed accordingly. Repeated lateness may result in exclusion from the BCJA Extended Care Program or in you being asked to withdraw your child(ren) from BCJA until your account is cleared.

"I agree to the terms listed above. I understand that this service will be terminated and I will be asked to withdraw my child(ren) from BCJA until my bill is paid in full should I default on my payments. BCJA reserves the right to terminate any and all services when I am in violation of this contract."

Signature parent/guardian

Date