



Before/After School Care
Registration Form
2016-2017

Before/After/BAC
Full or Part-time
(Please Circle)

HOMEROOM TEACHER: _____ GRADE: _____

Student's Last Name: _____ First Name _____

ELEMENTARY SIBLINGS ONLY

Sibling: _____ Grade: _____
Sibling: _____ Grade: _____

Parent/Guardian Information:

Mother's Name: _____ Father's Name: _____
Mother's Cell Phone: _____ Father's Cell Phone: _____
Mother's Work Phone: _____ Father's Work Phone: _____

Email: _____

Other Adults Authorized To Pick Up Student:

Name: _____ Name: _____
Name: _____ Name: _____

PLEASE LIST ANY ALLERGIES: _____
EPI PEN: YES or NO

OFFICE USE ONLY -DO NOT WRITE IN THIS AREA

Month	Amount Paid	E-FUNDS	Check or Cash	Date Received	Late Fee
Aug/ September					
October					
November					
December					
January					
February					
March					
April					
May/June					

REGISTRATION FEE \$30.00/\$50.00



Full Time Before Care/ After Care Payment 2016-2017

PAYMENTS ARE DUE THE FIRST DAY OF EVERY MONTH TO AVOID A \$10.00 LATE FEE.

Before Care Only

Service Period	Payment Due	1 Child	2 Children	3 Children
Aug-Sept	1st Day of the Month	\$ 150.00	\$ 280.00	\$ 410.00
Ocotber	1st Day of the Month	\$ 150.00	\$ 280.00	\$ 410.00
November	1st Day of the Month	\$ 150.00	\$ 280.00	\$ 410.00
December	1st Day of the Month	\$ 150.00	\$ 280.00	\$ 410.00
January	1st Day of the Month	\$ 150.00	\$ 280.00	\$ 410.00
February	1st Day of the Month	\$ 150.00	\$ 280.00	\$ 410.00
March	1st Day of the Month	\$ 150.00	\$ 280.00	\$ 410.00
April	1st Day of the Month	\$ 150.00	\$ 280.00	\$ 410.00
May - June	1st Day of the Month	\$ 150.00	\$ 280.00	\$ 410.00
		\$ 1,350.00	\$ 2,520.00	\$ 3,690.00

After Care Only

Service Period	Payment Due	1 Child	2 Children	3 Children
Aug-Sept	1st Day of the Month	\$ 295.00	\$ 560.00	\$ 825.00
Ocotber	1st Day of the Month	\$ 295.00	\$ 560.00	\$ 825.00
November	1st Day of the Month	\$ 295.00	\$ 560.00	\$ 825.00
December	1st Day of the Month	\$ 295.00	\$ 560.00	\$ 825.00
January	1st Day of the Month	\$ 295.00	\$ 560.00	\$ 825.00
February	1st Day of the Month	\$ 295.00	\$ 560.00	\$ 825.00
March	1st Day of the Month	\$ 295.00	\$ 560.00	\$ 825.00
April	1st Day of the Month	\$ 295.00	\$ 560.00	\$ 825.00
May - June	1st Day of the Month	\$ 295.00	\$ 560.00	\$ 825.00
		\$ 2,655.00	\$ 5,040.00	\$ 7,425.00

Before Care & After Care

Service Period	Payment Due	1 Child	2 Children	3 Children
Aug-Sept	1st Day of the Month	\$ 345.00	\$ 675.00	\$ 1,005.00
Ocotber	1st Day of the Month	\$ 345.00	\$ 675.00	\$ 1,005.00
November	1st Day of the Month	\$ 345.00	\$ 675.00	\$ 1,005.00
December	1st Day of the Month	\$ 345.00	\$ 675.00	\$ 1,005.00
January	1st Day of the Month	\$ 345.00	\$ 675.00	\$ 1,005.00
February	1st Day of the Month	\$ 345.00	\$ 675.00	\$ 1,005.00
March	1st Day of the Month	\$ 345.00	\$ 675.00	\$ 1,005.00
April	1st Day of the Month	\$ 345.00	\$ 675.00	\$ 1,005.00
May - June	1st Day of the Month	\$ 345.00	\$ 675.00	\$ 1,005.00
		\$ 3,105.00	\$ 6,075.00	\$ 9,045.00

REGISTRATION FEE \$30.00/\$50.00

Part-Time Before Care/ After Care Payment 2016-2017



PAYMENTS ARE DUE THE FIRST DAY OF EVERY MONTH TO AVOID A \$10.00 LATE FEE.

Before Care Only

Service Period	Payment Due	1 Child	2 Children	3 Children
Aug-Sept	1st Day of the Month	\$ 90.00	\$ 170.00	\$ 250.00
Ocotber	1st Day of the Month	\$ 90.00	\$ 170.00	\$ 250.00
November	1st Day of the Month	\$ 90.00	\$ 170.00	\$ 250.00
December	1st Day of the Month	\$ 90.00	\$ 170.00	\$ 250.00
January	1st Day of the Month	\$ 90.00	\$ 170.00	\$ 250.00
February	1st Day of the Month	\$ 90.00	\$ 170.00	\$ 250.00
March	1st Day of the Month	\$ 90.00	\$ 170.00	\$ 250.00
April	1st Day of the Month	\$ 90.00	\$ 170.00	\$ 250.00
May - June	1st Day of the Month	\$ 90.00	\$ 170.00	\$ 250.00
		\$ 810.00	\$ 1,530.00	\$ 2,250.00

After Care Only

Service Period	Payment Due	1 Child	2 Children	3 Children
Aug-Sept	1st Day of the Month	\$ 180.00	\$ 345.00	\$ 510.00
Ocotber	1st Day of the Month	\$ 180.00	\$ 345.00	\$ 510.00
November	1st Day of the Month	\$ 180.00	\$ 345.00	\$ 510.00
December	1st Day of the Month	\$ 180.00	\$ 345.00	\$ 510.00
January	1st Day of the Month	\$ 180.00	\$ 345.00	\$ 510.00
February	1st Day of the Month	\$ 180.00	\$ 345.00	\$ 510.00
March	1st Day of the Month	\$ 180.00	\$ 345.00	\$ 510.00
April	1st Day of the Month	\$ 180.00	\$ 345.00	\$ 510.00
May - June	1st Day of the Month	\$ 180.00	\$ 345.00	\$ 510.00
		\$ 1,620.00	\$ 3,105.00	\$ 4,590.00

Before Care & After Care

Service Period	Payment Due	1 Child	2 Children	3 Children
Aug-Sept	1st Day of the Month	\$ 220.00	\$ 430.00	\$ 640.00
Ocotber	1st Day of the Month	\$ 220.00	\$ 430.00	\$ 640.00
November	1st Day of the Month	\$ 220.00	\$ 430.00	\$ 640.00
December	1st Day of the Month	\$ 220.00	\$ 430.00	\$ 640.00
January	1st Day of the Month	\$ 220.00	\$ 430.00	\$ 640.00
February	1st Day of the Month	\$ 220.00	\$ 430.00	\$ 640.00
March	1st Day of the Month	\$ 220.00	\$ 430.00	\$ 640.00
April	1st Day of the Month	\$ 220.00	\$ 430.00	\$ 640.00
May - June	1st Day of the Month	\$ 220.00	\$ 430.00	\$ 640.00
		\$ 1,980.00	\$ 3,870.00	\$ 5,760.00

CCA BEFORE/AFTER CARE POLICIES AND PROCEDURES

The CCA Before/After Care Program follows ALL School policies with some additional policies specific for the After Care Program routines.

NO STUDENT WILL BE ACCEPTED INTO THE PROGRAM WITHOUT A FORM AND PAYMENT.

Registration and Payments

Each year you must re-register your child. Registration does not roll over year to year. ALL payments are due the first school day of EACH month. \$30.00 for one child or \$50.00 for family of two or more.

LATE PAYMENTS MADE AFTER THE FIRST WEEK OF THE MONTH WILL BE ASSESSED A \$10.00 LATE FEE.

Failure to pay tuition payments in a timely manner will result in termination from the Before/After Care Program.

Students with outstanding balances will not be allowed participate in any extracurricular at Cabarrus Charter Academy. These activities include, but are not limited to fieldtrips, sports, bricks 4 kidz, cheer...etc.

Students MUST be picked up by 6:00 PM., late fees will accrue after 6:00 pm at the rate of 1.00 per minute.

NSF Checks:

If a check is returned for *Non-Sufficient Funds*, we must receive payment within 2 business days. Payment must be made in cash or by money order for the amount on the NSF check plus an additional \$30.00 (bank charge). If we receive more than one NSF check, you will be required to pay all future payments in cash or by money order

Before/After Care Program

ALL students MUST be signed in & out by someone 18 years of age or older and identified on the student's registration form. Any person picking up a student WILL be asked to provide identification for verification.

Absences

Credit for absences will only be given for extreme situations where a lengthy absence period (minimum 10 days) has occurred due to illness. To receive a credit, a doctor's note must be provided covering the dates of the absences and permission to return to school.

Withdrawals

If you wish to withdraw your child from the Before & After Care Program during the school year, you must provide a written notice of your intent to withdraw two weeks in advance. If a written 2 week notice is received, a refund will be provided upon withdrawal. If you wish to withdraw your child from Before & After Care at the end of a service period you must provide a written notice two weeks in advance to avoid paying another monthly program fee.

Homework

The After Care staff will provide their students with 30 – 45 minutes of homework time. However, the After Care counselors are not responsible for the completion of your child's homework. Any homework not finished is to be completed at home. **If students do not have homework then they will be asked to do a quiet activity during homework time, such as reading.**

Discipline Policy: The Before and After Care program disciplinary procedures are as follows:

- First Offense-Director/Student conference (Warning)
- Second Offense-Director/Parent/Student conference
- Third Offense-Suspension from the program
- Fourth Offense-Termination from the program

***Some types of misbehavior may require immediate suspension or termination from the program**

Lost or Stolen Items

The CCA Aftercare is not responsible for any misplaced or broken toys and/or clothing from the program. Once the classrooms are locked for the day they cannot be re-opened by any staff member.

We ask that students not bring toys to the program. We provide all materials for students' enrichment.

I have read the all of the above and understand the policies and procedures of the Aftercare program.

Please Sign: _____

Date: _____