

# McGregor ISD After-School Program

Welcome Parents,

Our program will begin on Wednesday, August 17<sup>th</sup>. Payments must be made for two weeks in advance on the first day of the program; this covers the first week and the last week of school. You may submit this form to the school office that your child attends any time before school starts. Our program is taught by certified teachers assisted by highly qualified paraprofessionals.

After-School Program will now be housed at McGregor Primary. The children will rotate either in the cafeteria, the gym, or outside on the playgrounds. Pickup location is on the back playground or at the back door at McGregor Primary. We are looking forward to a great year!

Guidelines are as follows:

- \$50 weekly due every MONDAY • Hours: 3:30 pm to 6:00 pm
  - Late Fees will be enforced: Late fees of \$10 will be assessed if child(ren) picked up after 6:00 pm and \$1 per minute picked up late at or after 6:10 pm.
  - Receipts will serve as tax documentation; no other statements will be provided.
  - Parents will receive advanced notice of teacher in-service days or school holidays, when program has early dismissal, or program is closed so that other arrangements can be made by parents.
  - Parents should keep school informed of address and phone number changes.
  - Parents must sign children out daily.
  - Parents should contact school if student will be absent.
  - Written notes will serve as the primary communication between the school and home unless there is an emergency.
  - School rules and discipline procedures will apply.
  - Disciplinary action may occur if child is violating school rules in the form of 1) time-out, 2) written notification, and 3) removal from the program.
  - Drops from program will occur if parents have more than 3 late pickups, fees are not paid, or if a student has 3 discipline referrals.
  - Re-admission may be allowed one time only at the principal's discretion, in the following year.
- Prepayment in cash or money order may be required if payments are returned to us unpaid.
- Homework time will be scheduled daily. Daily snacks will be provided and no bus service will be provided.
- If you have any questions please call (254) 840-2973.

AFTER-SCHOOL PROGRAM REGISTRATION FORM

\*\*\*RETURN THIS PAGE TO SCHOOL\*\*\*

I/We will be participating in the McGregor ISD after-school program.

I have \_\_\_\_\_ (number) child(ren) participating in grades PM PK through 5th grade who will attend. Their names and grade levels are as follows:

Name of student	Grade/Teacher	Name of student	Grade/Teacher
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_____	_____	_____	_____
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Mom/Guardian Name & Phone No: \_\_\_\_\_

Dad/Guardian Name & Phone No: \_\_\_\_\_

Name & Number of persons to contact in case of Emergency other than parents:

\_\_\_\_\_

Names and phone #s of people approved to pick up student other than parents/guardians.

\_\_\_\_\_

Please list if your child(ren) has any or no food allergies, if so, what they are allergic to:

\_\_\_\_\_

\_\_\_\_\_

I have received a copy of the after-school activity program guidelines and agree with the information stated as it pertains to my child(ren). We will comply.

- Cost is \$50 weekly and a non-refundable deposit of \$100 should be paid two weeks in advance to the start of the program. This cost covers the first and last week of school. Each \$50 weekly payment holds your child's spot and is due even when absent unless the child has been unenrolled. If your child withdraws from ASP before the last week of school, the \$100 deposit is non-refundable. Payments must be made in the office by Monday each week. There will be a \$5 late fee added if not paid by Monday.

- Late Fees will be enforced: Late fees of \$10 will be assessed if child(ren) picked up after 6:00 pm and \$1 per minute picked up late at or after 6:10 pm. Extreme emergencies will be the ONLY exception (example: car accident), you must call/notify us at that time.

- Disciplinary action will include 1) time-out, 2) written notification to parent, and/or 3) removal from the program. No fighting or defying teacher will be tolerated.

- Contact the office for registration forms or information regarding this program.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date