

Bethlehem Elementary



Before and After School Childcare Program

47 McElhannon Rd. SW

Bethlehem, GA 30620

770-867-2238

Dear Parents/Guardians:

Welcome to our Childcare Program at Bethlehem Elementary! You will find our registration form attached. Only students currently enrolled at Bethlehem Elementary School are eligible to attend our after/before school program.

The Morning Childcare Program (**6:30 am – 7:00 am**) will be in the Cafeteria. The drop-off area will be the back door (located near the bus loop). The fee for the morning program is \$10.00 per week for one child. (Reduced rates apply for multiple children.)

The Afternoon Childcare Program (**2:00 pm – 6:00 pm**) will be held in different areas of the school. Pick-up will be in the front. The first 30 minutes of the program will be used for snack time. The rest of the time will consist of structured groups that may include homework time, computer time, playtime and/or art time, etc.). The fee for the afternoon program is \$60.00 per week for one child. (Reduced rates apply for multiple children.)

Students must be registered before they may attend the program. **The registration fee is \$25.00 per child.** Please remember, any changes concerning your child's transportation must be made in writing. We also remind everyone that you must sign your child out each day and only those persons authorized may check out your child. **Anyone signing out a child must be prepared to show an ID.**

If you have any questions, please feel free to contact the school at 770-867-2238.

Sincerely,

Moira Bernard-Moore, Director
Mindy Reid, Principal

Philosophy

The Before and After School Childcare Program is founded on the premise that all children should be in a safe and nurturing environment in order to develop positive self-images. We have made the commitment to provide this program as a service to our parents in need of childcare before and/or after school.

Program Fees

Weekly Fee for one child: Morning \$10.00 Afternoon \$60.00 Both \$70

Payment is made on or before Friday of the week before services are provided. All checks should be made out to Bethlehem Elementary School. Fees may be prepaid, and credits will be applied to future charges. All accounts should be kept current. **There will be a \$10 late fee for each weekly payment that is received after the Friday prior to the week of service.** Any child(ren) with past due accounts will be withdrawn from the program. Reduced rates apply for multiple children.

Morning	
1 child	\$10
2 children	\$15
3 children	\$20
4 children	\$25

Afternoon	
1 child	\$60
2 children	\$90
3 children	\$120
4 children	\$150

Both weekly	
1 child	\$70
2 children	\$105
3 children	\$140
4 children	\$175

Returned Checks

If a check is returned for insufficient funds, the director will contact the parent immediately and ask permission to redeposit the check. Upon the return of the second check, the parent will be asked to make all future payments via money order. Failure to do so will cause the child(ren) to be withdrawn from the program.

Snacks

All children participating in the After School Childcare Program will be offered a snack. Children participating in the Before School Childcare Program will have the opportunity to get breakfast at the school beginning at 7:00 am.

Program Hours

The programs will operate from 6:30 am until 7:00 am and 2:00 pm until 6:00 pm, Monday through Friday on days that Barrow County Schools are in session. Parents may pick up their child(ren) at any time during these hours, but parents must pay full fees regardless of how many days/hours the child(ren) participate(s).

Program Schedule

WHEN BARROW COUNTY SCHOOLS ARE CLOSED, the CHILDCARE PROGRAM WILL BE CLOSED. The program follows the BCSS school calendar. If school closes during the day for emergency reasons, the information provided on the Emergency Instructions form will be followed. *If the program is open three or more days during that week, then the regular rates will apply. If the program is only open two days or less during that week, then the rates will be prorated.*

Emergency Procedures for Late Pickups

The staff will attempt to contact the parent if no one comes for the child(ren) by 6:00 pm. If the parent cannot be contacted, the staff shall contact the emergency contacts listed on the registration form. If the staff is unsuccessful and no one comes by 6:30 pm, the principal and local law enforcement personnel will be contacted.

Fees for Late Pickup

Anyone picking up his/her child(ren) after 6:00 pm will be charged a \$5.00 per minute late fee for every minute the student remains in Afterschool after 6:00pm. This overtime must be paid at the time the child(ren) is/are picked up or the next day. Failure to pay by the next day will result in the parent being asked to not send the child(ren) to the program until the fee is paid. If the parent is late picking up the child(ren) more than three times, then the child(ren) will be withdrawn from the program.

Parent/Guardian Signature _____ Date _____

Return completed form to the front office. You will be notified upon acceptance into the program. The \$25.00 registration fee per child is due upon acceptance to reserve your child's space. Applications received after all slots are filled will be placed on a waiting list. Thank you! 😊

Childcare Behavior Contract

We want students to Be Safe, Be Responsible, and Be Respectful.

The rules of the Childcare Program are as follows:

- I will keep my hands and feet to myself.
- I will follow directions the first time they are given.
- I will treat others with respect and choose my words carefully.
- I will always listen and show respect to adults.

Failure to follow these rules will result in a warning (verbal or written). Removal from a group or time away from others may be used. Repeated offenses will result in dismissal from the Childcare Program.

My child(ren) and I have discussed the behavior expectations of the Childcare Program. We understand and accept the potential consequences should there be a problem. If you have more than one child in the program, please have each one sign.

Parent/guardian signature **Date**

Child's signature