

FACS – CORDOVA AFTER-SCHOOL CARE
REGISTRATION FORM
(1 student per form)

Child's Name _____ Age _____ Grade _____

Birthday _____ Phone _____

Address _____

Mother's Name _____ Phone: (H) _____

(C) _____ (W) _____

Father's Name _____ Phone: (H) _____

(C) _____ (W) _____

Guardian's Name _____ Phone: (H) _____

(C) _____ (W) _____

Name(s)/age(s) of brother(s)/sister(s) _____

Does your child have any special fears? (Y) ___ (N) ___ If Y, explain on back.

Does your child require medical care? (Y) ___ (N) ___ If Y, explain on back.

Does your child have chronic allergies? (Y) ___ (N) ___ If Y, explain on back.

Current prescribed medication(s) _____

Doctor _____ Phone _____

I do hereby authorize emergency medical care and will take responsibility for ALL expenses incurred in the emergency case.

(sign and date)

**FACS - CORDOVA, TN
AFTER-SCHOOL CARE
EMERGENCY INFORMATION**

Child's Name _____

Person(s) authorized by parent(s)/guardian(s) in case of emergency:

Name _____

Name _____

Address _____

Address _____

Phone: (H) _____

Phone: (H) _____

(W) _____

(W) _____

(C) _____

(C) _____

Doctor _____

Address _____

Phone _____

PICK-UP AUTHORIZATION

Person(s) authorized by parent(s)/guardian(s) to be granted release:

(relation)

(relation)

(relation)

(sign and date)

**(PLEASE LIST ON BACK NAMES OF PERSONS WHO ARE NOT
ALLOWED TO PICK UP YOUR CHILD.)**

! FACS - CORDOVA, TN AFTER-SCHOOL CARE

The purpose of this document is to outline aspects of the *After-School Care (ASC)* program for those in JrK – 6th grade, so as to minimize any confusion.

ASC will be from 3:00 - 6:00 p.m. on regularly-scheduled full school days. Students remaining past 6:00 p.m. will be charged a late penalty of \$20.00 for the first 10 minutes plus \$5.00 for each 5 minute interval thereafter. A continuance of late pick-ups will be reviewed by the Administration, with possible removal of ASC privileges.

According to state law, each student attending FACS must be registered with ASC. This applies, even if you have no plans of utilizing the services. In case of emergency, you should call the ASC office (324.8310) or school office (458.5543) to notify ASC of the situation. An \$11.00 emergency fee will be charged.

We offer "free service" from 3:00 - 3:30 p.m. If you sign the REGISTRATION FORM indicating you will pick up your child before 3:30 p.m. each day and you pick him/her up later than that, the \$11.00 emergency fee will be imposed. Continual abuse of this "free service" will result in having to choose one of the 3 payment plans or possible removal of your child from the ASC for the remainder of the school year.

Each child (grades 1 - 6) will be allowed snack time from 3:00 - 3:30 p.m. If snack time is missed, that means that your child is tardy. *(If the regular classroom teacher detains the student, he/she must bring a note from the teacher to that effect. Snack time will then be allowed. This, however, is the only exception!)*

Outside play/study, weather permitting, will be allowed from 3:30 p.m. until dark. Please make sure your child is prepared with proper clothing. During the winter months, a coat should be brought every day. No one will be allowed to stay inside alone.

A "quiet time" is observed (grades 1-6) in Room 144 from 3:30 - 4:15 p.m. when outside play/study is impossible. Students have the opportunity to do homework, read a book or quietly play a game. Because some will be studying, they will be expected to remain quiet for the entire time frame.

Our basic rule is: "Obey the First Time!" The teachers should not have to repeatedly talk to your child about a particular behavioral problem. If your child makes no effort to obey, you will receive a note. You will then be expected to deal with the reported incidents. On-going misbehavior may result in permanent dismissal from ASC. We want the most peaceful and happy environment we can produce.

OUR PROGRAM DOES NOT PROVIDE CARE ON HALF-DAYS, TEACHER IN-SERVICE DAYS OR SCHOOL HOLIDAYS.

ASC is considered as extended service that is offered by FACS. All school rules must be followed.

This information is intended to be helpful in our continuing efforts to offer "Excellence in Education." Your understanding of the rules and cooperation in following them is greatly appreciated.