



Melissa Eason
Principal

Covington Elementary School

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Kristy Winget
Assistant Principal

Dear Parents,

Welcome to another exciting school year! Covington Elementary will be offering Before School Care and After School Care program again this school year. The 2017-2018 school year will be ran like last year with fees, attendance, and the way we accept payments remaining the same.

WE START THE 2017-2018 SCHOOL YEAR ON THURSDAY, AUGUST 10TH, 2017 **BUT WE WILL NOT BEGIN BEFORE OR AFTER SCHOOL CARE UNTIL MONDAY, AUGUST 14TH, 2017.** Please make arrangements for those two days before the first day of school.

There will now be a **registration form and fee** for our program per family (if more than one child attends), \$10.00 for each Before or and After Care or if your child(ren) will be attending both \$15.00.

****Before School Care**

The charge for **Before School Care** is **\$5.00 per day** for regular attendees and **\$6.00 for drop-in** due before they can attend that morning.

FEE Schedule for BSC:

	Full-Time	Part-Time		Full- Time	Part-Time
August 2017	14 days \$70.00	9 days \$45.00	January 2018	20 days \$100.00	12 days \$60.00
September 2017	20 days \$100.00	12 days \$60.00	February 2018	15 days \$75.00	9 days \$45.00
October 2017	20 days \$100.00	13 days \$65.00	March 2018	20 days \$100.00	12 days \$60.00
November 2017	17 days \$85.00	10 days \$50.00	April 2018	16 days \$80.00	9 days \$45.00
December 2017	13 days \$65.00	6 days \$30.00	May 2018	16 days \$80.00	9 days \$45.00

****BEFORE SCHOOL CARE** Program- Children participating in the BEFORE CARE program will start at 7:00am until school begins at 7:50am. Children are to be **WALKED IN TO BSC CLASSROOM AND SIGNED IN** by a parent and/or guardian.

****After School Care**

The charge for **After School Care** is **\$9.00 a day** for regular attendees and **\$10.00 for drop-ins** due at pick-up that afternoon.

FEE Schedule for ASC:

	Full-Time	Part-Time		Full- Time	Part-Time
August 2017	14 days \$126.00	9 days \$81.00	January 2018	20 days \$180.00	12 days \$108.00
September 2017	20 days \$180.00	12 days \$108.00	February 2018	15 days \$135.00	9 days \$81.00
October 2017	20 days \$180.00	13 days \$117.00	March 2018	20 days \$180.00	12 days \$108.00
November 2017	17 days \$153.00	10 days \$90.00	April 2018	16 days \$144.00	9 days \$81.00
December 2017	13 days \$117.00	6 days \$54.00	May 2018	16 days \$144.00	9 days \$81.00

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****AFTER SCHOOL CARE** program- The after school care program will start at 3:36 when school ends until 6:00pm. If you arrive after 6:00pm, there is a late fee of \$1.00 a minute for each child till picked up. Children will be marked in and must be signed out by a parent and/ or guardian. During this time, students will be offered assistance with homework, a snack and juice provided by the cafeteria (no extra charge).

*****AFTER SCHOOL CARE Phone number 373-4649**

You will need to make some decisions before registering for the program-

1st) Will your child(ren) be full time (5 days a week) or part-time (3 days a week)?

If you choose the part-time option, you will need to select the 3 days they will attend and this can only be changed with the director's approval. This change will need to be made at the latest the day before by letter sent with your child(ren) or email to the director.

2nd) Will I be paying monthly (no additional fee) on the 1st or Bi-monthly (with a \$5 fee with each payment) on the 1st and 15th?

If you are paying monthly, it will be due on the 1st of each month or first Monday. If not paid in full by the 3rd or the first Wednesday, your child(ren) will not be allowed to attend until paid with a \$5.00 late fee.

If you choose bi-monthly, it will be due on the 1st (or first Monday) and the 15th (Monday closest to 15th) with \$5.00 per payment fee. If not paid by the 3rd /18th (or first Wednesday after), your child will not be allowed to attend until paid with a \$5.00 late fee.

If your child is registered full time or part time, you will need to pay for the entire month even if they do not attend some days. This may sound harsh but please remember the staff is still here even if your child is not. Our program is entirely run on the fees we take in each month.

Be aware, if you have a past due balance from the previous school year, it is due the first week of school along with current balance. A \$10.00 service charge will be posted to your account for any NSF checks. Please put your child's full name on the memo line on checks and write separate checks for Before School Care and After School Care programs.

Children who attend our programs must be able to use the restroom facilities without adult assistance.

In order to ensure the safety of all children, every student is expected to follow the CES rules and regulations. All must adhere to these rules and regulations in order to continue to participate in the program. Students who consistently choose to act in an inappropriate manner at Before or After School Care will not be allowed to attend. Severe infractions may warrant immediate removal from the program.

We pledge to provide a safe and happy environment for your children before and after school each day.

Sincerely,

Candice Baham(Director)

Almetta Sanders(Assistant Director)

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BEFORE and AFTER SCHOOL CARE Registration Sheet

My child will attend: _____ Before care _____ After care _____ Both

My child will be: _____ Full- Time

_____ Part- Time (Choose 3 days : __M__T__W__TH__F)

I will be paying: _____ Monthly _____ Bi-Monthly

I have read and understand all the guidelines of the BEFORE and AFTER care programs and completed the registration sheet and paid the registration fee.

Parents signature _____

Registration fee paid _____

Date

Student Information-

Child's Name _____

Teacher's Name _____

Mother's Name _____

Father's Name _____

Home Phone _____ Cell Phone _____

Mother's work _____ Father's Work _____

Emergency Name and Phone _____

Names of persons who have permission to pick up your child:

Is there anyone who does NOT have permission to pick up your child? If YES, please list names and relationships to child.

Please list any allergies or other information you feel we may need to know about your child.

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