



## **We believe that...**

Children should be respected, nurtured, and encouraged. In ACED, your children will be encouraged to develop positive relationships among both students and staff. Our staff will strive to make ACED a fun and enjoyable experience for your child.

## **About Us...**

ACED (After Care Extended Day) will take place in the school auditorium Monday through Friday from 3:00PM to 6:00PM during the school year.

ACED is open in the morning from 6:30-7:30. We do not provide breakfast. If you would like your child to eat please bring something for them. No morning care will be offered on Late Start Days.

ACED is offered on Half Days from 12:00PM to 6:00PM. You must sign up for these Days, please write the times that your child will be attending as we will be using that for staffing purposes. Please send your child with a lunch as no school lunch is provided.

ACED is offered on most No School Days from 7:00AM to 6:00PM. You must sign up for these days. Please write the times that your child will be attending as we will be using that for staffing purposes. Please send your child with a lunch as no school lunch is provided. If some any reason your child won't be attending after you sign them up please let us know as soon as possible.

ACED is not open on Snow Days. Please listen for the Southeast Jackson County Catholic Schools. If the school day is shortened due to weather conditions ACED will be closed.

We offer a healthy snack and milk every day, no soda is allowed in ACED as we follow the same nutritional guidelines as the school. Homework is offered Monday through Thursday from 3:15-4:30. This is a quiet study hall period in which teachers are available to assist with questions.

If you have any questions please contact Corey Henry at: [Chenry@presentation-parish.org](mailto:Chenry@presentation-parish.org)

## Registration, Enrollment, and Fees

**Registration:** Parents must completely fill out the registration packet and submit it with a \$50.00 non-refundable registration fee before your child can attend.

**Eligibility:** Children in grades K-8 may be registered for enrollment into the program at any time.

### **Enrollment:**

1. Parents will be provided with enrollment forms and program guidelines. All forms must be returned before the child's first day of attendance.
2. There is a \$50.00 non-refundable fee that must be paid before the child's first day in ACED.
3. Payments are due before the end of each month's service.

### **Enrollment Fee:**

The \$50.00 enrollment fee will be charged per child, per school year. This fee will be used to purchase supplies for the ACED program and will not be prorated.

### **Full Time Fees**

\*There will be a 20% discount for siblings. This will be taken off the monthly total.

August Fees (August 16-31):

\$175 a month

School Days, this fee includes the half days, mornings, and afternoons.

School Days (includes morning):

\$250 a month

School Days PLUS mornings, Half Days, and No School Days:

\$300 a month

### **Part Time Fees**

\*No Sibling Discount

Morning Care:

\$5.00 a day

Afternoon Only:

\$15.00 a day

Half Days:

\$25.00 a day

No School Days:

\$50.00

### Late Policy:

Parents that pick up their children after 6:00PM will be assessed a late fee of \$1.00 per minute for each minute that the child is left in the ACED program. Charges will be reflected in the next billing cycle. We realize weather can affect road conditions and we encourage to use extreme caution when attempting to get here to pick up your child. ACED reserves the right to adjust and/or waive the late fee according to weather/road conditions.

## Payment Options

Please indicate the option you will be using as you will be invoiced for the option you sign up for. If you need to change the tuition option please submit the change in writing as soon as possible, it will take effect in the month following your request. You will be billed on a month-by-month basis.

Afternoons (this package includes mornings) \_\_\_\_\_

Afternoons, mornings, half days, and no school days \_\_\_\_\_

Morning Care \_\_\_\_\_

Part Time \_\_\_\_\_

### ACED WILL BE UNAVAILABLE THE FOLLOWING DAYS:

#### All Snow Days

September 5- Labor Day

October 21 - Trunk or Treat

November 24 - Thanksgiving Break

November 25 - Thanksgiving Break

December 8 - Holy Day of Obligation

December 23 - Christmas Break

December 26 - Christmas Break

December 30 - New Years Eve

February 20 - President's Day

April 6 - Good Friday

April 20 - Spirit Day

May 24 - Last Day of School

# ACED Registration Form

2011-2012

Student Information:

Students Name \_\_\_\_\_ Grade \_\_\_\_\_  
Students Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_

Parent(s) or Guardians with whom the child lives:

Name \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

Name \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

Siblings:

Name \_\_\_\_\_ Age \_\_\_\_\_  
Name \_\_\_\_\_ Age \_\_\_\_\_

Emergency Contacts:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

People Authorized to Pick Up Your Child:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

## Medical Information

Allergies:

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Other Medical Information:

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Physician \_\_\_\_\_ Phone \_\_\_\_\_

I give permission to Our Lady of the Presentation's ACED Program to make whatever emergency measures as judged necessary for the care and protection of my child while under the supervision of the program. In case of emergency, I understand that my child will be transported to Lee's Summit Medical Center or St. Luke's East (please circle your preference) by the local emergency unit, at my expense, if the local emergency resource (Police, Rescue Squad) deems it necessary. In the event of accidental ingestion, I understand that the ACED staff will contact the Poison Control Center. I hereby authorize the ACED Program to act on my behalf in case of an emergency.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Discipline and Discharge

Your child is entitled to a pleasant and harmonious environment. The ACED Program cannot serve children who display chronically disruptive behavior. The administrative team retains the right to modify these procedures and take whatever disciplinary action deemed appropriate on a case-by case basis. Chronically disruptive behavior is defined as verbal or physical activity which may include but not limited to behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses (physical and/or verbal) the staff, ignores and disobeys the rules which guide behavior during the school day and during the program time. If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged. Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

1. If a child misbehaves they will be given a five minute time out in order to cool off and think about their actions.
2. If a second time out is given in the same day, a Discipline Form will be written by the caregiver. This form will be given to the parent/guardian to read and sign. The report will be returned to the caregiver to remain in the child's ACED file.

3. If a child has received three written Discipline Forms, the child will be suspended beginning the next school day and will last for one school week. PARENTS WILL STILL BE RESPONSIBLE FOR PAYMENT DURING THE WEEK OF SUSPENSION.

4. If after reinstatement, a fourth behavior related Discipline Form is given, the supervisor may expel the child immediately without the right on reinstatement.

5. Any behavior, regardless of prior incidents, that endangers other children in the program may result in immediate expulsion from the program without the right of reinstatement.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_