

2023-2024 Start Date: September 5th

Manheim Christian Day School
Afternoon Club Program Registrations

Details of Child/Children

Last Name: _____

First Child: Name _____ Grade _____

Second Child: Name _____ Grade _____

Third Child: Name _____ Grade _____

My child/children will attend

Monday Tuesday Wednesday Thursday Friday

I plan to pick up my child/children at: _____

Full Home Address: _____

Telephone numbers

Home: _____

Parents' Names _____

Cell (Mother): _____

Cell (Father): _____

ALTERNATIVE EMERGENCY CONTACTS

1. Name: _____

Address: _____

Tel. No.: Home: _____ Cell: _____

2. Name: _____

Address: _____

Tel. No.: Home: _____ Cell: _____

2023-2024 Start Date: September 5th

PICK UP

Who may collect your child/children?

1. Name: _____ Number: _____

2. Name: _____ Number: _____

3. Name: _____ Number: _____

AFTER CARE FEES:

\$8 an hour

There will be late fee for every minute that you are late.

~I understand that I will be charged a late fee (per child) if I am late in picking my child/children up

_____ Parent's initials

SNACK

Please send in a snack for your child. Snacks will not be provided.

~I understand that, if I want my child/children to have a snack, I must provide a snack for my child/children.

_____ Parent's initials

The Afternoon Club Guidelines and Procedures.

1. The Afternoon Club Daily Schedule

There will not be set times for the 2 hours but it will follow this outline

~Sign In

~Snack (provided by parents) NO PEANUTS OR PEANUTBUTTER!!!!!!

~Homework (for older students)

~Indoor or Outdoor Playtime

Parent's signature

2. Guidance/Discipline

During the time that your child is in The Afternoon Club, we ask that they follow these rules so that we can provide a safe and fun environment for them and the other children.

1. Respect Others
2. Respect Property
3. Stay with the teacher and helper

If there is a time where your child is not following the rules, we will discuss the behavior with your child and we will let you know of the incident.

Please know that if your child's behavior violates the safety of any of the other students or staff, they will be temporarily excluded from The Afternoon Club.

If you find that there was an incident during the time your child was with us, please let the staff member know of the incident when picking your child up or by contacting Ms. Kinter directly- through email during school hours and when she is not working (kerri.kinter@manheimchristian.org) or by phone (717-665-4300) from 3-5.

Parent's initials

3. Pick up

1. If there is a change in who is picking your child(ren) up, please contact me at kerri.kinter@manheimchristian.org. Please make sure that they have their IDs with them.

2023-2024 Start Date: September 5th

2. When picking your child up, please use the side door. There will be a doorbell for you to ring.

A sign will be on the door stating if we are inside the classroom or if we are on the playground.

4. LATE Pick up

If you are not here by 5, you will be charged a late fee. It is an additional \$1 for every minute you are late.

We will take each incident into consideration before charging the late fee.

5. Contact Information

During school hours and after 5: kerri.kinter@manheimchristian.org

During The Afternoon Club (3-5): 717-665-4300- After 3 o'clock, enter extension number 118. If you are unable to reach us in the classroom, please email Ms. Kinter. She will ALWAYS have her phone with her, and she will ALWAYS respond to your email.

6. No Afternoon Club Days

The Afternoon club will not be available on the following days:

- Back to School Night – September 7th
- School Programs – December 14th and April 18th
- Auction night- April 26th
- Graduation – May 16th
- Early Dismissals due to snow
- Any scheduled 1/2 days

I have read and understood each of the Afternoon Club's guidelines and procedures and we will adhere to each of them.

Parent's signature

Date