

Woodward Academy – Lower School After School Care

After School Care is offered to students in the Lower School (grades 4-6) from 3 to 6 p.m. It is located in the Lower School cafeteria. The students are provided with recess, a snack, and a required supervised study hall time Monday through Thursday.

After School Care operates on a drop-in basis so any student is welcome to attend any time. We ask that all parents fill out an application to have on file. All students remaining after any after school activity will be checked into After School Care.

For the 2019-2020 school year, an hourly rate of \$7.00 will be assessed for all After School Care service. An hour's charge will be assessed for any time exceeding 15 minutes past the hour. School statements are sent every month and will include the appropriate charges for After School Care. All questions related to the hours charged should be directed to Lower School After School Care Director Linda Ford at 404.765.4428.

Children must be picked up no later than 6 p.m. A \$5.00 per minute late fee will be charged (per student) to the student(s) account(s). Any student(s) who are in After School Care after 5:45 p.m. will be asked to call and confirm their means of transportation. After 6 p.m., the person picking up the student must come in and sign the late fee form. Parents who are consistently late will be asked to withdraw their children from the After School Care program. Any questions may be directed to Mrs. Ford by email at linda.ford@woodward.edu.

All After School Care students are picked up in the Lower School cafeteria. Students are not allowed to leave After School Care to walk to other Woodward-related events.

Cell phone use is not allowed in After School Care unless a student is receiving a call from their parent, guardian, or transportation arrangement. Students may use their phone to call or text their parents or guardian regarding transportation arrangements.

After School Care has access to a limited number of computers to be used for homework during study hall. Students are allowed to bring their own personal devices to be used for homework during study hall.

See next page for Registration Form

**2019-2020
WOODWARD ACADEMY
AFTER SCHOOL CARE**

New to WA
Re-enrolling

Student's Name

(Last) (First) (Middle) (Preferred)

Grade _____

Address _____
Street

City State Zip Code

Home Phone _____

Parent's Name: _____ Cell Phone _____

Work Phone: _____

Parent's Name: _____ Cell Phone _____

Work Phone: _____

In case of emergency, call (name & numbers) if parents aren't available at the above numbers:

Name Relationship Phone Cell Phone

Name Relationship Phone Cell Phone

Child will be picked up by:

Name Relationship Phone/Cell Phone

Name Relationship Phone/Cell Phone

Name Relationship Phone/Cell Phone

Name Relationship Phone/Cell Phone

We understand that the student is to adhere to the code of conduct and disciplinary regulations of the Academy as stated in the Lower School Handbook. In addition, we understand that the Academy may remove the student from the After School Care program if he/she fails to abide by the code of conduct, if there is habitual late pickup, or if we fail to make financial payments on time. We understand the After School Care Program is exempt from licensing by GA DECAL and is accredited by the Southern Association of Independent Schools. Cost for after school care service is \$7.00 per child per hour. An additional hour's charge will be assessed for any time exceeding 15 minutes past the hour. Children **must be picked up by 6 p.m.**, otherwise a **\$5.00 per minute late fee** will be charged to parents who pick up their children after 6 p.m.

We authorize Woodward Academy and its delegated professional staff to obtain medical treatment and hospital service in case of any emergency.

(Signature of Parent)

(Date)

Known Allergies:

