

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: \_\_\_\_\_

PICK UP

Who may collect your child/children?

1. Name: \_\_\_\_\_ Number: \_\_\_\_\_

2. Name: \_\_\_\_\_ Number: \_\_\_\_\_

3. Name: \_\_\_\_\_ Number: \_\_\_\_\_

2020-2021 FEES:

After Care \$5 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

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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](mailto:kerri.kinter@manheimchristian.org)) or by phone (717-665-4300) from 3-5.

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Parent's initials

### 3. Pick up

1. Please use the Carpool Sign when picking up your child! Everyone who picks your child up, must have the Carpool Sign. If you need more Carpool Signs, please contact the office.

2. When picking your child up, please use the side door (which will be labeled the 1<sup>st</sup> two weeks of school). There will be a door bell for you to ring.

There is a sign on the door stating if we are on the playground or if we are outside.

#### 4. LATE Pick up

If you are not here by 5, you will be charged a late fee. It is \$20 and then 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](mailto: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. I will ALWAYS have my phone with me and I will ALWAYS respond to your email.

#### 6. No Afternoon Club Days

The Afternoon club will to be available on the following days:

Back to School Night –

School Programs –

Open House -

Graduation –

Auction night-

Early Dismissals due to snow

And 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.

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Parent's signature

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Date