



# FREEMAN SCHOOL DISTRICT #358

## After Care Registration (TK-4)

Please use name on birth certificate, or as registered with Freeman School District.

Please Print: \_\_\_\_\_  
Child's Last Name Child's First Name Child's Middle Name

Student Preferred Name: \_\_\_\_\_ Gender: M ☐ F ☐ Grade Level: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Intended Start Date: \_\_\_\_\_ Intended End Date: \_\_\_\_\_

Medical Conditions/Special Alerts: \_\_\_\_\_

### PRIMARY HOME

Household Description: ☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Mother/Stepfather ☐ Father/Stepmother  
☐ Guardian Agency ☐ Self ☐ Other

Primary Telephone Number \_\_\_\_\_ Unlisted? YES ☐ NO ☐

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address if different from listed above: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ email \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ email \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

In the event we cannot reach the parent/guardian in the case of an injury, illness or other emergency, please list persons who may be available to provide care for your child (local area only please), *other than names above*, and is authorized to pick them up.

Local Emergency Contact *Other than Parent*: Name \_\_\_\_\_ Phone \_\_\_\_\_

Local Emergency Contact *Other than Parent*: Name \_\_\_\_\_ Phone \_\_\_\_\_

Local Emergency Contact *Other than Parent*: Name \_\_\_\_\_ Phone \_\_\_\_\_

Is there a JOINT CUSTODY OR PARENTING PLAN in effect? YES ☐ NO ☐  
(if yes, plan must be on file with the school for enforcement)

Is there a RESTRAINING ORDER in effect? YES ☐ NO ☐  
(if yes, legal papers must be on file with the school for enforcement)

### SECONDARY HOME

Primary Telephone Number \_\_\_\_\_ Unlisted? YES ☐ NO ☐

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address if different from listed above: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ email \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Cell Phone \_\_\_\_\_ email \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Child/Children's Name \_\_\_\_\_  
\_\_\_\_\_

<b>MONTHLY FEES due 1<sup>st</sup> of each month of childcare</b> <b>Monthly Fees do not include school breaks, late starts and early releases.</b> <b>Late pickup fees apply after 5:30 p.m. and are charged in 10-minute increments.</b>	
<p>Before School Care 7:30-7:50 am for K – 4<sup>th</sup> Grade, then recess; 7:30-8:15am for TK</p> <p>Please circle days below</p> <p>M    T    W    TH    F</p>	<p>After School Care (2:45-5:30 pm for TK-4<sup>th</sup> Grade)</p> <p>Please Circle days below</p> <p>M    T    W    TH    F</p>
<b>Rate Before and Aftercare \$400/month (discount for additional child)</b>	

**VERIFICATION OF INFORMATION**

- ☐ The information on this form is true and accurate as of this date. I understand that falsification of information to achieve enrollment or assignment may be cause for revocation of the child's enrollment or assignment to a school in the Freeman Public Schools. **I will notify the school each time there is a change in this information.**
- ☐ I was provided a copy of the policies and procedures of the Freeman After Care Program.
- ☐ I have read and agree to abide by the policies and procedures of the Freeman After Care Program.
- ☐ I confirm my intention to enroll my child in the program.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

**PAYMENT INFORMATION**

Party Responsible for Payments (print full name)
Signature
Payment Method: <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Online: Family Access <input type="checkbox"/> Prepaid Card <input type="checkbox"/> Other _____
<input type="checkbox"/> Set up auto draft for monthly payments on 1 <sup>st</sup> of each month (established through personal bank/credit union of Parent/Guardian)

*For Office Use Only:*

Received \$ \_\_\_\_\_ Date \_\_\_\_\_ Staff Initials \_\_\_\_\_ Notes \_\_\_\_\_  
\_\_\_\_\_

# Freeman School District Before/After Care Parent Guide Policies and Procedures

Updated May 17, 2024

**Welcome!** On behalf of Freeman Elementary, welcome to our After School Care Program. This information addresses our policies and procedures, and is designed to help your family become familiar with our program.

## Hours of Operation

Before/After School Care is available for students in grades TK (four-year-olds) through 4<sup>th</sup> grade.

- Days follow School Calendar, only available when school is in session.
- Before School Care operates from 7:30 to 7:50am for K-4<sup>th</sup> Grade, then they go to recess. TK will stay until school starts.
- After School Care operates from 2:45 to 5:30 p.m.

## Contact Information

Parents and/or guardians may contact Brianne Wineinger at [bwineinger@freemansd.org](mailto:bwineinger@freemansd.org) or (509) 291-4791 to address any issues or concerns. Please advise both Brianne Wineinger *and* your student's teacher of when your child will attend After Care and any changes that may occur.

## Policies & Procedures

**After Care.** The Daily After Care program includes:

- Homework time
- Snack
- Outdoor activities, including organized games
- Indoor games
- Arts and crafts, and other scheduled activities

**\*\*No Outside Toys from home**

After Care begins immediately after school dismissal at 2:45 p.m. If you plan on picking up your child before or at dismissal, please provide your

child's teacher with a written note or email to have your child report to parent pick-up or busing, or call the elementary office (509) 291-4791. Children **must** be picked up no later than 5:30 p.m., after which late fees accrue.

Parents or authorized parties must sign the child out with a signature and time.

**Afterschool Cancellations.** When afterschool activities/sports are canceled due to weather or other emergencies, After Care also is canceled.

**Attendance.** Attendance is taken daily within the first 15 minutes of the program's start time. When a child is not going to attend the program for any reason, it is the parent's responsibility to inform the program director and child's teacher by calling the school or sending an email. These procedures are in place to ensure the safety of all students attending the program.

### Behavior and Discipline.

Inappropriate behavior is not tolerated, and a parent conference will be scheduled when an issue occurs. Any child that injures another child will be suspended from the program. The child's enrollment will be terminated from the program if the behavior continues.

These actions are not permitted:

- fighting
- theft
- intimidating, harassing or threatening others
- use of profane language, gestures or behaviors
- disrespect of adult authority figures
- damaging and/or destroying property belonging to the school and/or others
- leaving school grounds

**Billing.** Billings are sent at the first of the month. The second child is 20% off. See current-year registration form for rates. (See page 2.)

**Closures.** Freeman's After Care follows the Freeman School District's school closure policy for inclement weather, observed state and national holidays, and it closes for the spring

and winter vacations following the school calendar.

Families should maintain their contact information with the school office. This contact information is used in Freeman's alert system through which parents receive phone calls or emails regarding closures, etc.

- **Nonscheduled, Two-hour Late Starts.** In the case of a two-hour late start due to weather or other emergencies, AM TK is closed, and PM Preschool/ After Care remains as scheduled. All-day TK students will be on the delayed schedule.
- **Late Starts** Before Care starts at 7:50 a.m. in the Elementary Gym on pre-scheduled district late-start days.

**Emergencies.** In the case of all-day emergency school closures for the Freeman School District, TK, Before/After Care is also closed.

**Entry & Drop Off.** All children must be signed in and out daily. Only those specified by parents on school registration forms are allowed to pick up your child. For the safety of the children, identification may be requested.

Children picked up 10 or more minutes later than pickup time also are charged a late fee for every 10 minutes. A fee for late pickup, per child, is applied for every 10 minutes after closing time for childcare.

Please arrange a backup plan in case the need arises to be late. (See Fees.)

**Fees.** All fees are *per child*, except as noted. See current year's registration form for fees.

**Prepaid Card.** Prepaid cards cannot be redeemed for a cash refund, but can be carried over to additional years. Each punch covers the value of the current registration year, even when rates have increased since purchase of the card.

**Snacks.** Parents provide snacks for their child. Please send your child with an extra snack for the day and/or a snack to share. TK and Before/After Care is a peanut-free classroom, so please ensure your snacks comply with this expectation. ■