

**Christian Heritage School  
Kingsmen Kids After School Program  
Registration Form**

To register: Complete steps 1- 6 and then forward to [KingsmenKids@chskingsmen.org](mailto:KingsmenKids@chskingsmen.org).

**Step 1.**

1. Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

2. Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

3. Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Parents Names: \_\_\_\_\_

Guardian: \_\_\_\_\_ Cell#: \_\_\_\_\_ Work: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Home #: \_\_\_\_\_

Father Cell#: \_\_\_\_\_ Work #: \_\_\_\_\_

Mother Cell#: \_\_\_\_\_ Work #: \_\_\_\_\_

Allergies or concerns (food allergies, asthma, bee stings, medications) \_\_\_\_\_

\_\_\_\_\_

**Step 2.**

Notify Director ([KingsmenKids@chskingsmen.org](mailto:KingsmenKids@chskingsmen.org)) to sign up for after school care.

**Step 3.**

After sign-up you'll be directed to download the ProCare App which is the software program used to track attendance and invoice payment. When the Procure App is downloaded to your cell this will be the means used to sign-out your student.

#### Step 4.

PAYMENTS:

#### Hourly Use Plan:

\$12.00 **per hour**. You will be charged through the ProCare app and you will receive an invoice once a month through the communication information you give at registration.

**Please note all payments must be made through your ProCare family account only.**

**Please note: A Late charge: \$1.00 per min. after 5:30.**

By signing this agreement, you understand that:

- You agree that the Program begins on scheduled full school days and runs from 2:30-5:30.
- You understand that after 5:30 a late fee of \$1.00 per min is charged.
- We ask that you notify us through your ProCare App if you plan to be late.
- You agree that you will notify the Kingsmen Kids Director/staff and the classroom teacher in advance if the student will not be attending the after-school program.
- You will notify us if someone other than a parent/guardian is picking up your child.
- Accounts must be kept current in order for students to attend Kingsmen Kids.

Name of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

#### Step 5

**Additional individuals allowed to pick-up your child** *\*No one under 18 years of age can pick-up your child (this includes older siblings)*

Contacts other than parents:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_ Are there any person(s) **not allowed** to pick up your student(s):

*Revised 6/22/23*

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Our program recognizes that your after school schedule may change at any time. Yet, to ensure your student(s) safety and the best quality care, **it is required** that you provide our director with a weekly schedule. If for any reason your child will **NOT** be attending on their scheduled day, we ask that communication, either written or verbal takes place with the Kingsmen Kids Director on **or before** the scheduled day of attendance. Please provide a general description of your after-school schedule needs at this time. (For example: every Monday, Tuesday, and Wednesday until 4:30 or Thursday only until 3:30; or everyday Monday through Friday until 5:30) We recognize that this may not be your permanent schedule, but this is important for planning purposes and staffing. Please indicate which days of the week and times you will need the service of Kingsmen Kids After School Program.

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

***\*Enter the information in step 5 into ProCare and note additional authorized pickup people will receive a pin number from parent or guardian.***

## **Step 6**

### **Student Conduct Expectations**

Throughout the school day, both on and off campus, CHS endeavors to nurture and promote Christ-like character in all students. The conduct of students in school has an important effect on student achievement. While the ultimate responsibility for student behavior rests with the parents and the students themselves, CHS has an obligation to provide leadership in this respect and to ensure that appropriate standards are maintained when students are under school supervision. Each teacher maintains classroom expectations in accordance with Christian principles as set forth in Scriptures.

Parents and teachers must cooperate with one another. Anything said or done which destroys mutual respect and confidence will harm the child. Parents will be contacted as soon as any behavioral problems become evident to foster good communication and facilitate partnering in promoting godly character.

The following are guidelines for behavior at CHS Kingsmen Kids After School Program:

- An attitude of respect for those in authority is expected. The title of Mr., Miss, or Mrs. should be given respectfully regardless of time or place.
- Students will be considerate and respectful towards others. Students should demonstrate good manners, and use the words, "thank you," "please," and "excuse me."
- Students will be considerate and respectful of different cultural backgrounds and experiences. Racially derogatory or discriminatory remarks or gestures, whether intentionally meant for harm or not, are inappropriate behaviors.
- Students will respect school property and the property of other students.
- Students are to walk in the halls, use a reasonable tone of voice, and exhibit orderly behavior.
- Students will maintain a spirit of cooperation in all areas of the school program.
- Profanity is prohibited. This includes the phrase, "Oh, my God!"
- Students will not have physical contact with another student: pushing, grabbing, kicking, etc.

- If a student does not adhere to the Student Conduct Expectations, a verbal warning will be given the first time. If a student continues to disobey, the student will be given time-out from the activity for an appropriate amount of time and until they are able to adhere to the expectations. Parents will be notified if behavior continues to be challenging. If the behavior continues, despite attempts to correct, the Kingsmen Kids After School Program reserves the right to remove the child for a number of days to be determined by the Director of Kingsmen Kids and/or the lower school principal. The Kingsmen Kids After School program also reserves the right to remove a child permanently from the program as determined by the Director of the program and/or the Lower School Principal.

Your **Name** below signifies your understanding and agreement of this discipline policy.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Important Reminder:** Please complete steps 1- 6 to register your student and then forward to [KingsmenKids@chskingsmen.org](mailto:KingsmenKids@chskingsmen.org).

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## Kingsmen Kids After School Program

### Daily Plan Policy (Emergency Use)

The Occasional/Emergency Use Daily Plan is for times of an unexpected delay in picking up your child(ren) after school.

- All lower school students remaining at CHS after 2:45 p.m. will be sent to the after school program by their teachers, which will prompt your child(ren)'s registration process into the program.
- Upon arrival at CHS, parents sign out their child(ren) from Kingsmen Kids After School Program (from a designated Kingsmen Kids staffer) and normal charges will apply.
- Billing for students for the Emergency Plan is done in increments of one minute, beginning at 2:45 p.m. for K-5<sup>th</sup> grade students. Charges are based on an hourly rate of \$12.00 per hour. The hours recorded from ProCare are invoiced on a monthly basis.
- We encourage parents to pro-actively register for the Kingsmen Kids After School Program in order to use the Occasional/Emergency Use Plan. Parents will receive an invite to download the ProCare App\* and then be directed to set up an account.
- To sign up for the Kingsmen Kids After School Program, please contact [KingsmenKids@chskingsmen.org](mailto:KingsmenKids@chskingsmen.org).
- Invoicing and payments are processed through your ProCare family account.

\* The ProCare App is an after-school software application CHS uses to: allow electronic sign in-out via an iPad; access billing account information; receive student updates and messages; and find the exact student pick-up location (all in real time).