



Falcon Family,

Welcome back! I am excited that you have chosen Lee Christian School and our aftercare program. Our goal as an aftercare staff is to provide a safe and loving environment for your student. Each staff member is CPR/First Aid certified.

Please fill out **ALL** forms and turn back into your student's teacher **ASAP**. After August 28, 2019, students may **NOT** return until completed forms have been turned in.

Our number is (919)499-7523 **PLEASE PROGRAM THIS NUMBER IN YOUR PHONE**. If we need to reach you in the event of an emergency this is the number we will call you from. Please use this number if you need to reach us. (You may also text this number.) The school office closes at 4:00 p.m. This is the **ONLY** way to reach us.

As always I have an open door policy. If you have questions or concerns please feel free to reach out to me. I look forward to serving and loving your family.

In Him,
Nancy Williams
Lee Christian School
Aftercare Director
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*"Be shepherds of God's flock that is under your care, watching over them—not because you must, but because you are willing, as God wants you to be; not pursuing dishonest gain, but eager to serve; not lording it over those entrusted to you, but being examples to the flock."
1st Peter 5:2-3*

Lee Christian Aftercare Policy

Thank you for choosing the Falcon's Nest. We are here to serve and love your student and your family.

- Our purpose is to provide a safe and loving environment for children after school.
 - Daily Schedule: 3:00 - 3:45 Outside play (inside the cafeteria for inclement weather)
3:45 - 4:45 Snack (we provide), homework, tutoring
4:45 - 5:15 Enrichment Activities
5:15 - 6:00 Quiet play

 - There will be two staff members at all times.
 - Location: Playground/Cafeteria
 - Fee: \$7.00 per day
 - Pickup: Playground/Cafeteria
- Parents are required to come in and sign their child out and notify a staff member when the child is leaving campus. Text to pick up for middle school is available. Parents will provide the names of all persons authorized to pick up their child(ren). Staff will ask for a picture ID of anyone they do not know. Persons not listed authorized by you to pick up will not be allowed to sign out a child.**

Any student who is not picked up by 3:00 p.m. in elementary will be checked into aftercare. For safety purposes, you must always sign your student out of aftercare. A late fee of \$1.00 dollar per minute, per student will be charged after 6:00 p.m.

Currently, The Falcon's Nest will not be open on half days and holidays.

- **Behavior**
Listen and respect others and staff.
Respect property
Be kind
HAVE FUN!

 - **Discipline**
Inappropriate behavior will be dealt with on a three point system.
1st offense: Concern will be discussed and a written warning to the student will be given.
2nd offense: Parents will be notified.
3rd offense: 3 day suspension from aftercare.
- *Continued behaviour could result in permanent dismissal from our aftercare program.**

Lee Christian School

Aftercare Registration Form

Student's Name(s)

Grade

1. _____

2. _____

3. _____

Known allergies: _____

People authorized to pick my child up from aftercare. (Include yourself on the first line)

Name

Relationship

Cell Number (required)

1. _____

2. _____

3. _____

4. _____

- I understand that my child must be signed out upon departure, by the person picking up the child.
- I understand that a late fee of \$1 per minute will be charged beginning at 6:00 pm.
- I agree that my child and I will uphold the policy and procedures of the LCS aftercare program.
- If my child's behavior seriously violates the safety of any child or staff, I understand that he/she may be removed from the program. In these circumstances, I agree that a parent or authorized adult will pick up my child within 30 minutes of notification.

Signature: _____ **Date:** _____