



## BEACON EXTENDED CARE PROGRAM

Beacon Christian School is excited to offer our Beacon Extended Care Program (BEC) to families requiring care for their children before and after school hours. Details of the program follow below.

### Hours:

<b>Before School Hours</b>	7:15 am to 8:15 am
<b>After School Hours</b>	3:30 pm to 5:00 pm

### Fees:

<b>Morning/Day</b>	<b>One Child</b>	<b>Two or More Children</b>
Morning	\$5.00	\$10.00
Afternoon	\$5.00/hour	\$10.00/hour
<b>DROP IN RATE</b> (without notice)	\$10.00/hour/child	\$10.00/hour/child

\*Afternoon minimum of 1 hour. Charges will apply every half hour.

### Late Fee:

Note that there is a late fee of \$5.00 for every 15 minutes after 5:00 pm. We will be understanding in extreme weather conditions or emergency circumstances, but please try to pick up your student(s) on time.

### Payments:

A monthly invoice will be sent to parents via email. Payment is via pre-authorized withdrawal on the 15<sup>th</sup> of the month following. Provide the school with a VOID cheque or complete a pre-authorization form at the office if you have not already done so.

### Daily Schedule:

At 3:15 pm, all students are dismissed outside to the playground. At 3:30 pm the bell will ring and those children in the BEC Program, as well as those children who have not been picked up, will be directed to the Library. Children will not be left unattended in the front lobby. Charges will apply.

**Our daily program will include:** Attendance, gym, snack, homework room, activities, outdoor play, special activities (including crafts, board games, computer lab, movies, reading time etc).

We will **meet in the Library** where attendance will be taken. There will also be a sign out sheet for parents/guardians to complete when you pick up your children. The front door is locked at 4:00 pm.

Please ring the doorbell to be let in. It may take a few minutes for us to open the door as we may not be in the library.

**Outdoor Play:**

Each day after school, we will have attendance followed by time in the gym or outdoor play. Please ensure that your student has the appropriate clothing for outdoor weather.

**Homework Room/Time:**

Each day, we will offer a quiet time for students to work on homework for those who choose to participate. Most of the older students will know they need to make use of this time. If you have a younger student that you would like to make use of this opportunity, please let us know. This would also be a time your student can make use of technological devices if they choose.

**Gym Activities:**

There will be time throughout the week where we may also use the gym. We will have a variety of cooperative games, as well as some space to have free-time for a variety of sports.

**Movies:**

Approximately once a week, we will be showing a movie. We have a small collection of movies at the school, but if you own a movie you feel the students would enjoy and would be willing to loan us, please let us know.

**Siblings of Smithville Christian School** bus students have access to the BEC program free of charge until the bus arrives. Charges will apply for students who stay beyond that point. A completed registration form is necessary for enrolment into this program.

---

**Conditions of Use:** *The service is a pay by the month service. Attendance will be taken by the Director. It is mandatory for parents/guardians to sign out students of this program. Parents/guardians may use the service on an occasional basis so long as there is room. Payment is due upon receipt of an invoice and parents/guardians who do not keep their account current may be denied service.*



# BEACON EXTENDED CARE (BEC) REGISTRATION FORM

The BEC program involves organized, supervised care for students staying before and/or after school (ie. Recreational time either indoors or outdoors, as well as quite time to read or complete homework). Interested parents/guardians must register all children annually.

**Please indicate your attendance choice by checking the days and times that you need:**

**MORNING:** Days of the week required: **Mon Tue Wed Thu Fri**

**AFTERNOON:** Days of the week required: **Mon Tue Wed Thu Fri**

**FULL DAY:** Days of the week required: **Mon Tue Wed Thu Fri**

**SDCH sibling:** Days of the week required: **Mon Tue Wed Thu Fri**

**Occasional:** Email the office with notice at least 24 hours in advance at [office@beaconchristian.org](mailto:office@beaconchristian.org)

**Names & Grades of Children:**

---

---

---

**Contact Information:**

Parent/Guardian (contact 1) Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian (contact 2) Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Other (contact 3) Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Additional details we need to know (special arrangements, medical information, allergies, other).

---

---

---

**Indicate the TIME you are picking up your child(ren):** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE(S):** \_\_\_\_\_

**DATE:** \_\_\_\_\_

All payments are done via pre-authorized payment on the 15<sup>th</sup> of the following month. An invoice will be emailed to you.