



**LEARNING LAMB EARLY DEVELOPMENT CENTER  
BEFORE/AFTERCARE  
POLICES AND PROCEDURES**

The LLEDC Before/After Care Program follows all school-wide discipline procedures with some additional policies specific for the After Care Program routines.

**NO STUDENT WILL BE ACCEPTED INTO THE PROGRAM WITHOUT A REGISTRATION FORM AND PAYMENT.**

**Registration and Payments**

Each year you must re-register your child. Registration does not roll over year to year. All payments are due on the 1<sup>st</sup> day of every month.

**LATE PAYMENTS MADE AFTER THE 5<sup>TH</sup> BUSINESS DAY OF THE BEFORE/AFTER CARE PAYMENT DUE DATE WILL HAVE A \$25.00 LATE FEE.**

Failure to pay MONTHLY payments in a timely manner will result in termination from the Before/After Care Program.

**Students MUST be picked up by 6:00 PM. An Additional charge of \$5.00 per every 5 min if parents are late picking up.**

**Before/After Care Program**

All students Must be signed in & out by someone 18 years of age or older and identified on the student's registration form. Any person picking up a student WILL be asked to provide identification or plaque for verification. Student will not be dismissed to anyone that does not have proper ID.

**Movies**

Occasionally Students in grades K-2 will only be allowed to watch rated G movies only. Students in grades 3-8 will be allowed to watch G and PG movies. If you are not comfortable allowing your child to watch rated PG movies, please notify the before and aftercare director.

**Lost or Stolen Items**

The LLEDC After Care is not responsible for any misplaced or broken items and/ or clothing. Once the classrooms are locked for the day they can not be re-opened by any staff member.

We kindly ask that students do not bring any toys to school. We provide all materials for students' enrichment activities.

**I have read the all of the above and understand the policies and procedures of the Before/After care program.**

**Please print student name: \_\_\_\_\_ Date: \_\_\_\_\_**

**Parent Signature: \_\_\_\_\_**