

2017-2018 WMES Afterschool Homework Center

Rules and Responsibilities:

- ❖ Student must be registered by a parent/guardian.
- ❖ **Student must be picked up by 5:30 P.M.**
 - Parents/Guardians will be contacted at 5:30 P.M.
 - **Additional fees will occur after 5:30 P.M.**
- ❖ Student must follow the WMES Code of Conduct.
- ❖ Payment must be made on **Monday** for the upcoming week.
- ❖ Once registered, parents/guardians **must** submit a written letter in order for the student to be dismissed from the Program. Without a written letter, the student will continue to be charged on a weekly basis, and the balance must be paid before the end of the year.
- ❖ **Students who are consistently picked up after 5:30 P.M. or have three referrals will be dismissed from the Program.**
- ❖ The cost is **\$40.00** per student per week.
- ❖ All checks should be made payable to:
Williams Memorial Elementary (WMES)
- ❖ In the case of a returned check:
 - The student may not attend the program until charges are cleared.
 - The account must be settled with cash.
 - **WMES** will no longer accept checks for that student.
- ❖ If any changes are made due to weather or any school closing, you will be notified.
- ❖ All questions or concerns will be directed to Mr. Stephens.

I understand the rules and responsibilities listed above. By signing below, I agree to adhere to these rules and responsibilities or face the possibility of my student being removed from the Afterschool Homework Center. I understand that all school rules and policies apply.

2017-2018 WMES Afterschool Homework Center Student Information

Student's Name _____

Grade/Teacher _____

Address _____

Telephone Number _____ (Please update as it changes)

Email _____

Emergency Contacts:

Name _____ Telephone # _____

Name _____ Telephone # _____

Allergies _____

Parent's Signature _____

Date _____