

Good Shepherd Catholic School/Preschool Academy

Aftercare Policies and Procedures 2026-2027

1. Parents/guardians must sign their child "out" daily upon pick-up ensuring to list the accurate time and initials of the adult picking up the child.
2. ***All children must be picked up NO LATER than 5:30pm. After 5:30, there will be a \$5.00 per minute charge. Children picked up late three times in one month will be excluded from the program.***
3. Aftercare fees will be collected via automatic withdrawal through FACTS Tuition Management between the 15th and 30th day of each month. If your payment comes back for insufficient funds, FACTS will charge an additional \$25 fee each time they try to re-draft for the payment. FACTS will try to draft a payment three times. If you currently do not have a FACTS account, please set up your account at <https://online.factsmgmt.com/signin/3WFLJ>. If you have any questions concerning the FACTS set-up or billing you may contact Robin Masters, Good Shepherd Finance Manager, at rmasters@cdlex.org.
4. Parents will be notified immediately if their child comes to the program sick or with fever so the child can be picked up as soon as possible.
5. Children will only be released to the person(s) whose names are listed on your registration form. The adult picking up must initial the sign-out attendance sheet.
6. If your child is taking medication and will need it while he/she is attending the program, please alert the Director and Lead Teacher that a medical release form is available in the school office with all details for administering the medication to your child (a copy will be provided to keep in the Aftercare file). All medication MUST in the original bottle with the actual dosage on it. We, by State Law, are not allowed to administer Tylenol, etc. without proper written permission on a daily medical release.
7. We, by licensing regulations, are not allowed to administer sunscreen to your child without you as the parent/guardian providing us with a specific sunscreen to use on your child as well as a sunscreen application permission form. We will return any unused sunscreen to you when school is over.
8. Often, unknowingly, a child may have a problem with another child. If this happens and it has not been called to our attention, we are unable to help resolve the issue. If your child is struggling with a friend or peer, please let us know immediately.

9. Our main goal is to make “GSCS Aftercare Program” a happy, positive, and safe experience for your child. If you have suggestions along the way, please let us know. We always welcome fun, new creative ideas to make our better for all children.
10. If your child is celebrating a birthday and you would like to provide a special snack for their special day to share with his/her Aftercare friends, please let us know a few days in advance. We will do everything we can to make all children feel special. ***Please keep in mind that we do follow State Nutrition Guidelines.***
11. Our Aftercare program abides by ALL Good Shepherd Catholic School and Good Shepherd Preschool Academy policies.

Child/ren's Name(s): _____

Parent's Name: _____

I have read, understand, and agree to abide by the policies and procedures of the Good Shepherd Catholic School Aftercare program.

Signature

Date