



## MAA AFTER SCHOOL CARE

Provided by  
Tracy Kreiter

### Background

I am a mother of 2 daughters (Paige and Peyton), whom attend(ed) Midland Adventist Academy. I attended Midland grades 1-10 (before they offered 12 grades), and am the daughter of Mr. Vollmer (former MAA teacher of 40+ years). I have 24 years of professional experience in Child Care, including SMMC Child Care Center, YMCA Before and After School program, Head Start, and local nanny positions. I have 32 credit hours towards an Associate of Arts Degree in Early Childhood Education. I am certified in CPR and First Aid. My references or resume can be provided upon request.

### **\*\*COVID-19 Guidelines\*\***

The After Care room will follow the same general COVID Safety Procedures as outlined by the staff and board.

- Masks will be required. If playing outside, a student may request a *mask break*, as long as he/she isolates from the rest of the class.
- Social-distancing will be encouraged.
- There will be *hand-washing* breaks, and hand sanitizer will be available.
- The room will be cleaned/sanitized daily.

### COVID Pickup Changes

- Pickup location will be the front entryway.
- When you arrive, please call or text Tracy @ 913-237-7987.
- The After Care Teacher or your child will sign out.
- Your child will gather their items, and walk down to meet you in the front entryway.

## Guidelines

1. Program is structured for MAA students grades K-8. Older students may be accepted based on teacher's discretion.
2. Must complete Application Form below, and return to Tracy Kreiter.
3. Part-time, or "drop-in" care is also available with the same rates/guidelines within this document.

## Location

The current After Care Room (Elementary wing) will be the primary location.

## Hours

Monday – Thursday: After School → 6:00 PM

Friday: After School → 5:30 normal; changes to 4:30 PM from Nov 1 → Feb 1

MAA Early Dismissal (1/2 days): After School → 6:00 PM (Child must bring their own lunch, as MAA does not provide lunch on ½ days. A minimum of 2 children must sign up in order for care to be provided on full days)

Midland After School Care will not be available on Snow Days, Holidays, or child Sick Days.

## Pricing

- Price is \$5.25/hr. per student, with a 1 hour minimum.
- A half-price discount of \$2.50/hr. is available to the 3<sup>rd</sup> child of one family.
- After the first hour, pricing will be billed for the exact time (per minute) at the rate of \$5.25/hr. (Example: if your child stayed for 1.23 hrs., you will be billed for  $\$5.25 \times 1.23 = \$6.46$ ).
- The (billed) Start Time will begin at 3:20 (M-Th).
- The (billed) Start Time will begin at 1:30 Fridays.
- The (billed) Start Time will begin at 12:10 on ½ days.
- Parents will be billed monthly. Statements will be sent via e-mail on the last business day of the month. Payment is due on or before the 10<sup>th</sup> of the following month (just like Midland's tuition schedule). *Example: January statement will be e-mailed on January 31. Payment is due on February 10 or before.*
- If payment is not received by the 15<sup>th</sup>, a late fee of 5% of the total bill will be assessed.
- If payment is not received by the 20<sup>th</sup> of the month, your child will not be allowed in After Care until payment is made in full.
- Payments will be collected by Tracy Kreiter or the Office. Checks should be made payable to *Midland Adventist Academy (MAA)*. For accurate accounting purposes, please only pay the exact amount due. Credit Card payments are also accepted.

## Activities

- A healthy snack will be provided. (Please list any food allergies or restrictions on Application Form.)
- Homework time. (Homework will not be enforced by the child care teacher. Only the student knows whether he/she needs to do homework.)
- Socialize with friends.
- Recreation in gymnasium (if available), or outdoor play (weather permitting).
- Kids movie time
- Games/Puzzles/Crafts/Toys

## Schedule

Please complete the tentative schedule in the Application Form for the days/times you'll need care. If your child is not going to be present on their regular scheduled day, please email or call my cell phone at **(913) 237-7987**. This is to ensure your child's safety and whereabouts.

## Pick-up

Pickup location is the front entrance. ~~Please come to the After School Care room to pick-up your child. Please initial the sign-out sheet with actual pick-up time.~~ Please call my cell at **(913) 237-7987** if you are running late for pick-up.

# APPLICATION FORM

## Personal Information

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Mother: \_\_\_\_\_

Father: \_\_\_\_\_

Authorized Driver: \_\_\_\_\_

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

Billing Email: \_\_\_\_\_

Main Driver's Phone #: \_\_\_\_\_

Alternate Driver's Phone #: \_\_\_\_\_

## Emergency Information

Contact/Phone #: \_\_\_\_\_

Contact/Phone #: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Doctor's Phone#: \_\_\_\_\_

Does your child have any food allergies or dietary restrictions? Yes No

Please explain any "Yes" answer here: \_\_\_\_\_

My child has permission to be released to the following individuals in addition to emergency contact persons listed above.

Name/Relationship: \_\_\_\_\_

Name/Relationship: \_\_\_\_\_

**Planned Schedule**

Monday – Thursday: After School → 6:00 PM

Friday: After School → 4:30 PM

Monday	Tuesday	Wednesday	Thursday	Friday

**Consent:**

*I agree to the terms within this form*

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_