

## ACE Mission Statement

ACE (After Care Eagles) is here to minister to Mitchell Road Christian Academy families by providing a biblically based after school program that is safe and enjoyable for grades K3 through 8th grade.

Thank you for enrolling your child in our ACE program! It is a real pleasure to serve the Lord in this capacity. Please read and discuss any questions with the ACE Director, Meg Schuerman ([mschuerman@mitchellroadchristian.org](mailto:mschuerman@mitchellroadchristian.org)).

### Lunch for K3-K4 Students

- Children may bring their lunch from home or order it through their regular classroom teacher in the morning. ACE is not able to order lunch for a child if they have not ordered that morning. We can provide a corndog and drink, which will be charged to the students lunch account.
- If a child brings a heat-up lunch, the student should give the item to their classroom teacher. The item will be placed in the warming unit. Please do not send anything that needs to be placed in the microwave.
- All lunch items should be age appropriate.
- All containers, including disposable heat-ups, should be marked with child's name. Please send your child with a water bottle everyday.

### Quiet Time for K3-K4 Students

- Monday through Friday, students will have a 45 minute quiet time. Students are not required to sleep; however, students will rest quietly on their mats for the first 15 minutes.
- Each child should bring a small blanket and/or fitted crib sheet in a separate bag. The items will be sent home every other week to be washed.

### Discipline

ACE will be following the Love and Logic model and principles. The book [Parenting with Love and Logic: Teaching Children Responsibility](#) by Foster W. Cline, M.D., and Jim Fay is a great book to read to learn about Love and Logic principles. Another book for young children is [Love and Logic Magic for Early Childhood: Practical Parenting from Birth to Six Years](#) by Jim Fay and Charles Fay, Ph.D.

### Homework

A supervised 30 minute homework time is provided Monday through Thursday for students in 2<sup>nd</sup> through 8<sup>th</sup> grade.

### Pick-Up

Only persons on the ACE enrollment form may pick up a child unless the ACE director has been notified in advance (preferably by email). At the time of pick-up a photo ID must be shown.

### Late Fees

A late fee of \$1 per minute is assessed after 3:30 for students in K3-K4 who opt for the early pick up. Students who stay all day will be charged \$1 per minute after 6:00. Fees will be applied to your next monthly statement.

**This agreement form must be signed by the parent, the student (K5 and above) and the ACE director in order for the child to attend the ACE program. I have read and agree to adhere to the above guidelines.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date



Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mother's Name \_\_\_\_\_ Work Phone # \_\_\_\_\_

Father's Name \_\_\_\_\_ Work Phone # \_\_\_\_\_

Dad Cell Phone # \_\_\_\_\_ Mom Cell Phone # \_\_\_\_\_

E-mail Address which is checked most often \_\_\_\_\_

My child will attend ACE the following hours and days. Please check the desired time and circle the corresponding days:

**K3 & K4**

\_\_\_\_ 12:00 – 3:30 p.m.      Mon.      Tues.      Wed.      Thurs.      Fri.

\_\_\_\_ 12:00 – 6:00 p.m.      Mon.      Tues.      Wed.      Thurs.      Fri.

**Grades K5 through 8<sup>th</sup>**

\_\_\_\_ 3:00 – 6:00 p.m.      Mon.      Tues.      Wed.      Thurs.      Fri.

Your child must be picked up at or before the time chosen on this contract or a late pick-up fee of \$1.00/minute will be assessed. If your child is absent from the program for any reason, your fee must still be paid.

**Others authorized to pick up your child:**

Name/Relationship \_\_\_\_\_ Phone# \_\_\_\_\_

Name/Relationship \_\_\_\_\_ Phone# \_\_\_\_\_

**Persons NOT ALLOWED to pick up your child:**

Please attach a separate sheet of paper to this form with information as to why this person is not allowed to pick up your child.

Name/Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name/Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Allergies, medical needs, and/or restrictions \_\_\_\_\_

My child may be given  Tylenol  Benadryl  Advil (check all that apply) Signature \_\_\_\_\_

**Please read over carefully and sign:**

I have read and agree with the ACE Fees and Information. I have read over, signed and agree to the terms of the ACE Agreement and the ACE Enrollment Forms. I understand that the ACE program is not a drop-in program. My child will come on the days specified. I also understand that fees are due even if my child is absent from the program. I understand that my child must be picked up at the designated time and that **the late fees listed above will be applied on your next monthly statement.** I understand that any changes must be approved by the ACE director and sent in writing.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_ Registration Fee Paid \_\_\_\_\_ Registration Date