



# THE LION'S WATCH

Bridging the Childcare Gap Between School and Home

## Application (page 1 of 2)

Student's Name: \_\_\_\_\_ Birth Date \_\_\_\_\_  
(last) (first) (middle)

Grade: \_\_\_\_\_ MCA Teacher: \_\_\_\_\_

Student's Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Student resides with \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Workplace \_\_\_\_\_

Workplace \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

In case you are not accessible:

Emergency Contact #1 \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Emergency Contact #2 \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Emergency Contact #3 \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_



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Please list any known allergies or medical conditions your child has that may need immediate administration of medication.

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If applicable, please attach a current copy of your child's Authorization for Medication Administration form and Life-Threatening Allergy Management Plan, signed by his/her physician.

Please provide any additional information that is pertinent to your child's care that will assist us provide a productive, healthy setting for your child.

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Any pick-up restrictions:     Yes     No    If yes, explain in detail.

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I agree to assume all risks, injuries, or damage to my child while participating in The Lion's Watch, and I further agree to indemnify and hold harmless Millennium Charter Academy, Millennium Education, Inc., their agents and their employees, for any injury or damage to my child.

I further authorize Millennium Charter Academy, or its representatives, to seek appropriate medical attention for my child, including the right to authorize medical treatment in my absence. I understand that I am financially responsible for all medical treatment.

I also understand that my child may be photographed during Lion's Watch activities and such photos may be used in publications unless I request otherwise in writing.

**I have read and agree to the contents of The Lion's Watch's application materials, including the procedures, discipline, attendance, fees, payment schedule, and liability disclaimer.**

**Child's Name:** \_\_\_\_\_

**Parent/Guardian's Name:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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## Procedures

When students are released from their regular classroom at 3:00, they will go to their designated areas where a Lion's Watch staff member will greet them. Until 3:30 when they have snack, the students begin to "wind down." After the snack, the homework/study time continues until 4:30, at which time, the students are dismissed to the library or to the playground. While in the library students may continue working quietly on homework or use that time to read, play board games, complete puzzles, etc. Of course, staff members oversee students on the playground. From time to time, students will be able to go to the gym for activity time when there are no organized school events taking place in the gym.

Any day students come to Lion's Watch after having participated in after school activities, such as tutoring, After School Academy, athletic practices, club practices, and so forth, we will provide them a snack.

In short, the typical daily schedule looks like this:

- 3:00 wind down
- 3:30 snack, then homework
- 4:30 library or playground

During Lion's Watch, students

- stay in their assigned areas unless escorted by a staff member
- use "inside voices"
- are given an assignment if they do not have work or reading of their own during homework time
- tidy up behind themselves
- may not use their phones during homework time
- may bring electronic devices on Fridays and on "No Homework Nights."

## Discipline

While attending The Lion's Watch before and after school care program, all students are expected to comply with the Habits and Expectations of Millennium Charter Academy, as well as the practices and procedures of Lion's Watch. In order to maintain a safe environment, we ask that you please review these with your child.

*Habits:* obedience, courtesy, truthfulness, integrity, service, awareness, thinking, excellence, perseverance, leading

*Expectations:* respectfulness, honesty, compassion, responsibility, courage

If a child does not adhere to these, responses (to produce growth in the child and/or to maintain the common good) may include, but are not limited to a reprimand, removal of privileges, a conversation with the parents, temporary suspension from the program, and permanent dismissal from Lion's Watch. The Lion's Watch staff will work through different interventions, and will refer the issue to school administration, if needed.



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## Attendance

Millennium Charter Academy wants to provide a safe transition from school to after school care for your child. Please provide written notice to your child's teacher if your child will be a car rider on a day that your child would normally attend Lion's Watch. Neither Millennium Charter Academy nor Lion's Watch are responsible for students and families who neglect to follow the attendance procedures in place. It is, therefore, important that families are aware of the following:

### Days of Operation

The Lion's Watch operates every day MCA is in session, except on early dismissals preceding a holiday, such as Thanksgiving and Christmas, and the last day of school.

### Inclement Weather

- In the event of inclement weather, The Lion's Watch before and after school program follows Millennium Charter Academy's lead for school delays and cancellations.
- If school is delayed, The Lion's Watch morning childcare is cancelled, but afternoon childcare is provided.
- If Millennium Charter Academy has an emergency dismissal once students are in school, The Lion's Watch after school childcare is cancelled.
- In the event The Lion's Watch after school program is in session, and the weather becomes dangerous, parents will be notified of early closure via a phone call from a Lion's Watch staff member and parents are to make plans to pick their child up immediately.

### Drop Off and Pickup Policy

- Use the back driveway to drop off or pick up your child at the exterior double doors into the library adjacent to the colorful MCA playground. Please drive slowly at all times! Park on the side of the driveway nearest the school. Turn off your car's ignition and take your key with you. Please do not leave unattended children in the car while you are picking up children from Lion's Watch.
- Once inside the library, date, enter the time you pick your child, and sign in the binder located at the library entrance.
- For the safety of our children, we release children only to their parents or persons designated by their parents. Should you need another adult to pick up your child, send written notification and be advised that they may be asked for photo identification.
- Once a child is released to his/her parent or designated person, the child's care and safety are the responsibility of the parent or designated adult.
- In order that your child is not left feeling confused or upset, we ask that you make every attempt to pick up your child on time. The students must be picked up by 6:00 p.m. If students are not picked up by 6:00 p.m., there will be overtime charges added to your Lion's Watch after school child care account.
- If there are special court orders regarding parental custody, please provide documentation.
- If you need to contact the Lion's Watch staff after 3:00 pm, call: 336-648-7891.



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## Fees and Payment Options

### Regular Rates

\$3.00 / day / student for *before* school childcare

\$7.00 / day / student for *after* school childcare

\$10.00 / day / student for half-day early release (lunch and a snack are provided)

### Overtime Rates

Pick-ups after 6:00pm will be charged \$7.00, then \$1.00/minute starting at 6:15 p.m. until your child is picked up.

### Making Payments

- Set up an account for each child on [www.OrgsOnLine.com](http://www.OrgsOnLine.com). Below, you will also find instructions? If your child already has an account to purchase lunches, just click on "After School Care."
- Your monthly childcare balance is due on the 7th of the following month. For example, September childcare is due on October 7.
- Your child's attendance will be recorded weekly on the online system. Here you can also see any balance owed.
- Until December 31, 2018, you may make payments via cash, check, or online.
- Beginning January 1, 2018, you are required to make online payments at [www.OrgsOnLine.com](http://www.OrgsOnLine.com). If for some good reason this option is impossible, we will work out other arrangements.
- If monthly balances are not paid by the 7<sup>th</sup> of each month, your child's Lion's Watch before and after school childcare will be suspended until the balance is paid in full.
- If a check is returned due to insufficient funds, an additional service charge of \$25 will be added to your account.

## Online

Please visit [www.orgsonline.com](http://www.orgsonline.com) to make a Lion's Watch payment.

### How to Create an Account

If you have already created an account for our lunch ordering system, you may use the same log-in info. You do NOT have to create a separate account.

1. Select the "Create New Account" option on the left side of the screen.
2. Enter the school code **459MCANC** and provide the information requested to activate your account.

### How to Make a Payment

1. Click on the "After School" link.
2. Select "Click Here to Buy More Days."
3. Select "student" and select "type," then click next.
4. In the quantity field, enter the number of days you wish to purchase childcare.
5. Click "Submit Days."
6. Select "View My Cart & Checkout."
7. Check out.