



**Birchwood Christian School  
2025-2026 Before/After Care Registration  
& Payment Agreement Form**

**Before and After Care Policy:** Families must pre-register for Before or After Care and will be invoiced through FACTS financial between the 15th and 20th of each month.

**August, December, March and May** are the only months that will be prorated. You may withdraw from Before or After Care by contacting the Finance Director, Megan Drake, in writing via email to [drakem@birchwoodwarriors.org](mailto:drakem@birchwoodwarriors.org) **30 days before the intended date of termination.**

**Before and After Care Hours:**

Before school care hours are from **6:30am - 7:45am**. After school, hours are from **2:45pm - 5:30pm (Monday-Thursday)** and **1:45pm - 5:30pm (Friday)**. Children should be picked up **no later than 5:45pm**. **For every minute after 5:45pm, \$3.00/minute will be charged** to your FACTS account. For example, if you arrive at 5:48pm, \$9.00 will be charged to your FACTS account.

**\*Please note: The after-care program is not available on half days, teacher workdays, school holidays, or summer vacation.**

**Drop-In Rates:**

Daily Rate <b>Before Care</b> (Drop In)	1 Child	2+
	\$10	\$15

**(\$15/day max for multiple children)**

Daily Rate <b>After Care</b> (Drop In)	1 Child	2	3+
	\$15	\$20	\$35

**(\$35/day max for multiple children)**



**Note:**

**For PK3/4 & K-5 (all Elementary)**

The attendance day is 8:00am - 2:45pm (Monday - Thursday) and 8:00am - 1:45pm (Friday). Students may be dropped off beginning at 7:45am. Students not picked up by 2:55pm (Monday - Thursday) and 1:55pm (Friday) will be sent to After Care.

**For MS and HS**

The attendance day is 8:00am - 2:50pm (Monday - Thursday) and 8:00am - 1:50pm (Friday). Students may be dropped off beginning at 7:45am. Students not picked up by 3:00pm (Monday - Thursday) and 2:00pm (Friday) will be sent to After Care.

***\*\*Each time a student is sent to After Care, the After Care fee will be applied to the family FACTS financial account which will be due between the 15th and 20th of the month.***

**Monthly Rates:**

Before Care - Monthly Fee	1 Child	2+
	\$100	\$150

(\$150/mo. max charge per family)

After Care - Monthly Fee	1 Child	2	3+
	\$200	\$300	\$400

(\$400/mo. max charge per family)



## Enrollment:

\_\_\_\_\_ I would like to sign my child(ren) up for DROP IN CARE only.

\_\_\_\_\_ Drop-in Before Care only  
(\$15/day max for multiple children)

\_\_\_\_\_ Drop-in After Care only  
(\$35/day max for multiple children)

*Parents can email [info@birchwoodwarriors.org](mailto:info@birchwoodwarriors.org) the day prior for before care, and the day of for after care.*

Child #1:

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Child #2:

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Child #3:

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Child #4:

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\_\_\_\_\_ I would like to sign my child(ren) up for Before Care (6:30am-7:45am).

Please bill me the flat rate fee. **I understand I will be charged \$100/mo. for one child and \$150/mo. for multiple children. I understand I will not be refunded for days not used in the month.** A billing month includes 18-20 days. August, November, December, March and May will be prorated. The monthly rate pays for itself after 10 days.

Child #1:

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Child #2:

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Child #3:

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Child #4:

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\_\_\_\_\_ I would like to sign my child(ren) up for After Care (After school - 5:30pm). Please bill me the flat rate fee. **I understand I will be charged \$200/mo. for one child and an additional \$100/mo for each additional child not to exceed \$400/mo. for multiple children. I understand I will not be refunded for days not used in the month.** A billing month includes 18-20 days. August, November, December, March and May will be prorated. The monthly rate pays for itself after 14 days for a single child, 15 days for two children and 12 days for 3+ children.

Child #1:

\_\_\_\_\_

Child #2:

\_\_\_\_\_

Child #3:

\_\_\_\_\_

Child #4:

\_\_\_\_\_

**PROMISE TO PAY STATEMENT:**

I am aware that charges for Before Care and After Care are separate from and in addition to tuition invoices. My last payment for Before/After Care will occur after the last day of school and must be paid before June 10th along with any other fees outstanding.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



### Emergency Contact List:

Before and After School Care will need to know who to call if we can not reach you, the Parent/Guardian. These contacts can not include the parent(s) or guardian(s).

Emergency Contact's Name	Phone Number	Relationship to Child
1.		
2.		
3.		

### Authorized to Pick Up List:

Please list the people authorized to pick up your child. Each person will need a valid Driver's License to show the After School Care team.

Authorized Person's Name	Phone Number	Relationship to Child
1.		
2.		
3.		

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Parent/Guardian Signature

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Date



### Before Care Prorated Months and Amounts:

	1 Child	2+
August - Before Care	\$65	\$97.50
	1 Child	2+
November - Before Care	\$75	\$112.50
	1 Child	2+
December - Before Care	\$65	\$97.50
	1 Child	2+
March - Before Care	\$75	\$112.50
	1 Child	2+
May - Before Care	\$65	\$97.50

### After Care Prorated Months and Amounts:

	1 Child	2	3+
August - After Care	\$130	\$195	\$260
	1 Child	2	3+
November - After Care	\$150	\$225	\$300
	1 Child	2	3+
December - After Care	\$130	\$195	\$260
	1 Child	2	3+
March - After Care	\$150	\$225	\$300
	1 Child	2	3+
May - After Care	\$130	\$195	\$260