



## APPLICATION FORM Beyond the Bell (BtB) *After School Program*

Dear Parents/Guardians,

There are three rules/procedures you must keep in mind regarding Harmony Science Academy's Beyond the Bell program. These rules are designed to keep your child safe:

1. Information regarding all individuals and/or organizational representatives who have permission to pick up your child from Beyond the Bell must be updated. **No one who is not on the list to pick up your child – no matter their relationship to the child – will be permitted to pick them up at 5pm or 6pm sessions.** (4pm session will be just like a regular dismissal). Please inform all who you add to the list that they **MUST** show identification.
2. If you have court-ordered custodial arrangements, please leave a copy with the office. Highlight the days/times that each parent/guardian has legal custody.
3. The very latest you may pick up your child(ren) is 6:00 PM. **Please note that the following will be strictly enforced:**
  - a. **The fee for late pick up (after 6:00 pm) is \$5.00 for each 10 minutes. All late fees are due along with the following month's fee (no later than the 5<sup>th</sup> day of the month in which services are rendered); otherwise, Beyond the Bell services WILL be suspended.** (Note: BtB has no pro-rating program).
  - b. In the event that late pick up cannot be helped, you must notify the office that you will be late. **If you have not called Harmony science Academy-Euless by 5:00 PM to notify the office that you will be late picking up your child(ren), Harmony Science Academy reserves the right to:**
    - i. **Contact Child Protective Services, and/or**
    - ii. **Terminate Beyond the Bell services for your child(ren).**

Name of Person Permitted to Pick Up you Child(ren)	Relationship to your Child(ren)	Phone #	I.D. Scan

Please List any Food Allergies (and provide examples) and medications:

Type of Food	Example: (e.g. Peanuts)	Medications	Nurse Cleared

