

## **BEFORE AND AFTER CARE**

**Opens at 7:00am and Closes at 5:30pm**

### **FINANCIAL INFORMATION**

The hourly charge for Before or After Care is \$6.00 and will be billed in 15 minute increments. The first week of each month, you will receive an invoice (along with your tuition bill if applicable). The billing cycle is from the 26th of the month to the 25th of the following month. For example, Care used from September 26th through October 25th will be billed to you the first week of November. Care fees are due the 20th day of each month. If this fee is not paid your account shall be subject to a delinquent payment charge of \$25.00 plus 18% per annum. If Before and After Care payments are one month in arrears, your child will be withdrawn from our Before & After Care Program and this unpaid balance will be immediately due and payable.

Our After Care closes at **5:30pm SHARP**.

A \$10.00 fee will be charged for each FIVE MINUTES that you are late in picking up your child after 5:30 P.M. (this charge is incurred at 5:30pm) per child. If you are late picking up your child from the classroom, we will send your child to After Care and you will be charged the appropriate fee. If an emergency arises and you need us to send your child to the After Care, please telephone us so we can pass this information along to your child to avoid confusion or concern. You will be charged the appropriate fee.

Our itemized statements meet the optimum requirements of the IRS in proving your child care claim. Our FEDERAL ID is # 37-0948299.

### **GUIDELINES FOR REGISTRATION:**

Our **Before Care** is available from 7:00am to 8:30am. Our **After Care** is available from 12:00pm to 5:30pm SHARP. Please inform staff or return the registration form at least one day prior to using the Before and After Care Program. This better enables the staff to accurately plan for personnel, food, and activities for the day. If you use the Before and After Care Program on a regular basis please indicate so on the Registration Form; you will only be required to fill out the form once in this situation. Registration Forms can be found in the Before and After Care room.

#### **BEFORE CARE**

Every morning Before Care will open at 7:00am; each child will be met by our Before Care staff member at the front door and will sign your child in. The room will be open for the child's pleasure and comfort and a loving and homey environment is provided.

#### **Breakfast Ideas:**

You are welcome to send your child with a breakfast that is already prepared. Our staff will not be able to make or prepare a breakfast but are happy to warm something up for the children. Please communicate this to staff when you drop off your child.

#### **AFTER CARE for PRIMARY STUDENTS (12:00pm)**

##### **Lunch:**

Students are required to bring a lunch box with a simple lunch. Water is provided for a beverage. Napkins and eating utensils are provided for the children's use. At lunch time, emphasis is placed on proper nutrition, the effects of food on the human body. We ask that **no candy, cookies, junk food, etc. be sent in the lunch boxes**. Please note that there will be no refrigerator to store lunches. A microwave is available in the classrooms and in the Before and After Care room to warm your child's lunch if necessary. We also encourage you to send fruit that is cut in bite-size pieces if your child does not eat fruit whole.

Occasionally, an emergency occurs in which a child must come to Before and After Care unscheduled or a child may have forgotten his/her lunch. In this case, a lunch will be provided for your child at a cost of \$6.00. Any child who has not been picked up at noon will be sent to After Care in accordance with school policy and will be given a lunch at a cost of \$6.00. **Please note these lunches are only to be used in case of an emergency; as a regular rule, our After Care program does not provide routine lunches.**

### **Rest Period:**

A supervised daily rest period is routine. All children still in After Care at 1:00pm will rest quietly on their cot for an hour. Those who sleep will be given time to rest until 2:30pm when they will be gently awoken. Please provide a small sheet, blanket, pillow and small stuffie for comfort (if needed). Please label these items with your child's name.

### **AFTER CARE for Extended Day & Elementary (and Primary for some) STUDENTS (3:30pm)**

#### **After school dismissal:**

School dismissal is at 3:30pm for Extended Day (4 ½ & Kindergartners) and Elementary. Any child who is not picked up from class by 3:30 will be directed to After Care. Each child will be met by a staff member. The room will be open for the child's pleasure and comfort and a loving and homey environment will be provided.

**Afternoon snack** is provided by the school and will consist of fruits, vegetables, cheese & crackers.

### **SIGNING-IN AND SIGNING-OUT PROCEDURES**

Any child staying in Before and After Care will be signed in and out by the Care staff. These forms are used as a safety measure for your child, as well as to formulate your invoice. No child will be allowed to leave with anyone other than those listed on the Transportation Form provided by each parent/guardian or if arrangements are made between the parent/guardian and staff prior to pick up. We are legally bound to make this procedure part of our school policy.

### **PARENT CONFERENCE DAYS**

Any parent/guardian who plans to use Before and After Care during their Parent Conference appointments should pre-register their child. A note and form will be available to you well in advance. **After Care closes at 5:30pm, even on Parent Conference days; hours of operation are determined by the number of students who are pre-registered.** There is no charge during the 30 minutes that you are in conference with your child's Guide. You will be charged the regular rate for any additional time. Due to the large number of students in Before and After Care on Parent Conference days, advance planning of additional staff and activity is necessary.

### **SCHOOL CLOSED/CARE OPEN**

Before and After Care will be available on some days that school is closed. Please see the Calendar for these days. Each child must be pre-registered. Hours of operation are determined by the number of students who pre-register and minimum registration requirements. The staff is scheduled according to pre-registered hours. If less than three families are registered for a particular day, before and after care will be closed.