



EARLY MORNING & AFTERCARE Protocol & Fees 2018-19 (JK & above)

RATES

Early Morning & Aftercare rates are for students in JK and older. *(Pre-Nursery & Nursery must pre-register annually as part of the school tuition package.)*

- 8:00-8:40 AM: Flat Rate for 'Early Morning Care': \$75 / Month
- 3:45-5:00 PM: Flat Rate for 'After Care': \$100 / Month
- 3:45-5:30 PM: Flat Rate for 'After Care': \$150 / Month
- *Charges will be billed at the rate of \$1 per minute per child after 5:30 pm.*
- *No scholarships available for this service*
- *Fall & winter early Friday dismissal at 2:10 pm. 'After Care' provided until 4:00 pm.*
- *After Care rates begin at dismissal time on early Holiday dismissals.*

POLICIES

Sign Out Policies:

- Children can only be released to parents or pre-authorized adults.
- Parents must notify the school office if any new individual is picking up their child.
- Adult picking up children from After Care must sign them out.

Registration Requirements:

- Due to staff-student ratios, spots in Early Morning and After Care are reserved for children attending the programme on a scheduled basis.
- Parents in need of temporary, unexpected, After Care services, must contact the school prior to dismissal to inquire whether there is space for that day.
- Children attending Before & Aftercare on an unexpected basis, will be billed at the rate of \$4 per half hour per child.
- If you anticipate needing this service, on temporary unexpected basis, please complete the attached form.

Late Pickup Fees:

- Dismissal for JK and SK students is at 3:45pm. At 3:55pm, attendance will be taken and children will be taken to the After Care room. Charges for After Care use will begin at that time at the rate of \$4 per half hour per child.
- The Supervising teacher on the playground will bring all children in grades 1- 3, not supervised by an authorized adult, to After Care at 4:00 p.m. Parents will be for After Care at that time.



EARLY MORNING & AFTERCARE REGISTRATION FROM 2018-19 (JK & Above)

Name(s) & Grades of child(ren) attending 'Early Morning Care' or 'After Care':

_____	_____	_____	_____
Name	Grade	Name	Grade
_____	_____	_____	_____
Name	Grade	Name	Grade

Please check **ALL** that apply:

- I do not intend to use this service regularly, however, I would like to register my children in case of urgency.
- Please bill me monthly a flat rate of \$75/month/child for 'Early Morning Care' 8:00-8:40 AM
- Please bill me monthly a flat rate of \$100/month/child for 'After Care' from 3:45-5:00 PM
- Please bill me monthly a flat rate of \$150/month/child for 'After Care' from 3:45-5:30 PM

I understand that the billing times will be based on the time that my child(ren) are signed out of 'After Care.' Billing will be done in accordance with the attached protocol in half-hour intervals. Please note, aftercare ends at 5:30 pm sharp. Out of consideration for our staff, all pickups MUST be made by that time. Charges will be billed at the rate of \$1 per minute after 5:30 pm.

Optional: I authorize the following adult(s) or responsible sibling to pick up my children in my absence:

_____	_____
Full Name	Cell Phone Number
_____	_____
Full Name	Cell Phone Number

Please note that we cannot release your child(ren) to any adult who is not authorized by you. In case of emergency, please call the school office to inform us of any alternate arrangements.

Parent / Billing information:

_____	_____	_____
Full name on credit card	Cell Phone Number	e-mail address
_____	_____	_____
Visa or Mastercard #	Exp. Date	Signature on Credit Card

Parent Signature _____ Date Signed _____