

Before and Aftercare Parent Guidelines

Our Mission Statement

We are an inclusive child care program that is safe and nurturing in a comfortable environment. A culturally enriching program that promotes the physical, intellectual, emotional and social development of each child. A program that meets the highest quality of child care standards.

Location

The location for before and after school care will be in our cafeteria.

Hours of Operation



- Before care drop off is no earlier than 6:30AM.
- Aftercare pick up no later than 5:30PM or late fees will apply.

Drop off and Pickup Information

- All students must be signed in by a parent or guardian each morning of drop off.
- All students must be signed out by a parent, guardian or someone that is authorized to pick up your child.
- We ask that you show your ID the first few weeks until all staff members are familiar with you and or your designated person picking up your child. This is for your child's safety.

Payment

- Payments will be due before noon on Monday.
- Should we not receive payment by Tuesday morning you will be asked to make other arrangements for your child/children until payment is received.
- All payments must be made through My Payments Plus. We do not accept cash or checks at our school location.
- Parents are responsible for the full week of child care, unless the school is closed for any reason.

Fees

- There will be a $25.00 registration fee per family for Aftercare.
- Before Care-$45.00 a week for the first child and $30.00 each additional child.
- Aftercare-$55.00 a week for the first child and $35.00 for each additional child.
- Parents may choose to pay weekly or monthly.

Late Fees

- A $10.00 late pick up fee will be charged for each 15 minutes (1-15 minutes; 16-30 minutes etc.) when the parent/guardian is late picking up each of his/her children.
- After arriving late 3 times, your child will not be allowed to attend aftercare.

Our Tax Information

- Our tax ID number is 726001305.
- We would suggest that you print a copy of your payments each week. Please keep this information in a safe place for your end of the year tax records. We are no longer able to give out this information.

Highlights of our Program

- Due to bus dismissal, we will start aftercare on the playground. Approximately 4:00 pm we will proceed to the cafeteria.
- All students will wash their hands before receiving a snack and juice or milk which will be provided by the cafeteria each day.
- Students are not allowed to bring their own snack due to students with allergies. They may have a water bottle.
- We will give approximately 20 to 30 minutes of homework time.
- We will also have activities for the students to do which includes board games, story-time, puzzles, arts and crafts, and outdoor activities.

Discipline

- Each year students are given student handbooks, which contain discipline policies. Please remind your child that this is an extension of their school day. Therefore, all students are expected to follow the same rules and procedures as they have during regular school hours.
- A student may be removed from participation in the program for habitual violations.
- Our overall goal is PBS (Positive Behavior Support).

Parents Role

- Please do not drop off before 6:30AM.
- Please do not pick up your child before 4:00PM.
- Students must be picked up by 5:30PM.
- For the safety of all of our students, families and staff, please drive slowly and cautiously when entering the school parking lot during aftercare pickup.
- Please notify the director if any information on the registration form changes (telephone numbers, addresses etc.) through email.
- Please send the director an email in the morning if your child will be at school; but will not be attending the After School Child Care Program on any given day.
- Please notify the director if you wish to withdraw your child from the program, so that we will be able to discontinue charges.
- Please make the director aware of any specific concerns/needs for your child to be successful in the program.
- A child may be removed from the program, if a parent does not meet the above responsibilities on a consistent basis.

Director-Nicole Forbes
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