

EFFECTIVE DATE: _____

Child's LAST Name:	Child's FIRST Name:
Date of Birth:	Current Grade:
Parent's Name:	Parent's Name:
Street Address:	Street Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:

Hourly Before School & Extended Care is \$15/hour.

Contracted Before School & Extended Care is as little as \$5/hour.

This discounted rate for prepaid extended care is available **if** you sign up now and specify the number of days/days of the week your child will be in the afterschool program. This hugely discounted rate is only available on a pre-paid basis for the entire school year. **You are signing up for the entire school year for the days indicated below.**

Before School Care:

7:30 – 8:15am

 M T W Th F
Extended Care:

3:05 - 4:00pm

 M T W Th F
Extended Care:

3:05 - 5:30pm

 M T W Th F
**Annually Contracted
Before School Care**
(7:30-8:15)

 1-day: \$ 100
 2-day: \$ 200
 3-day: \$ 300
 4-day: \$ 400
 5-day: \$ 500

**Annually Contracted
Extended Care**

 (approximately a 30% discount from
non-contracted rates)

(3:05-4:00)

 1-day: \$270
 2-day: \$470
 3-day: \$700
 4-day: \$845
 5-day: \$945

(3:05-5:30)

 1-day: \$ 540
 2-day: \$ 940
 3-day: \$1,400
 4-day: \$1,690
 5-day: \$1,890

Paid in Full
Monthly Payments

Please note: Child(ren) must attend school that morning in order to attend Extended Care on that day. You will be charged a drop-in rate of **\$15** per hour if your child is not picked up by ten minutes after the end of school (half-hour minimum charge). You may be called to pick up your child if no space is available. *If you sign your child in before 8:15 (EC) or 8:00 (grades) you will be charged a flat rate of \$15 for that morning (unless you have contracted for Before School).*

Dismissal times to avoid charges:

- Preschool/Kindergarten students may be picked up at 12:30 or 3:05, and must be picked up no later than 12:40 or 3:15.
- First Grade may be picked up at 2:15, and must be picked up no later than 3:15.
- Second –Eighth Grades may be picked up at 3:05 and must be picked up no later than 3:15.

Before School & Extended Care Program Policies & Procedures

- The Before School & Extended Care programs are designed for Pre-K/Kindergarten through Eighth Grade students. We can only accept a child into Before School & Extended Care Programs who have the registration form(s) on file in the office. Children are officially enrolled after the appropriate registration form is completed and a fee schedule has been chosen.
- **Children staying for the Kindergarten Afternoon Program (12:30-3:05pm) need to bring a lunch. Parents are requested to send a healthy, wholesome lunch with their child along with a cloth napkin. Please: No candy, gum, soda or overly sweet desserts.**
- All enrolled students, Pre-K/Kindergarten - Eighth Grade, who are on the school grounds after dismissal and who are not enrolled in the Extended Care Program, will be signed in to the Extended Care Program by a staff member on a drop-in basis. Students may not wait in the office or elsewhere on campus for parents' arrival. Certain limited exceptions can be established by prior arrangement with the administration for older students whose parents have given written permission for their child to walk or bike from school.
- Parents, legal guardians (or individuals authorized for pick-up) are responsible for personally signing out the student on the official Extended Care attendance sheet. In the absence of a proper signature on the daily Extended Care attendance sheet, the office will bill as if the student stayed until 5:30 p.m.
- Students will be dismissed from the program only to the person(s) listed on the registration form. If someone different is to pick up the student due to unusual circumstances, the authorized person—and not the person who is picking up the student—must notify the office in advance.
- Parents who are picking up their children from the Extended Care Program must collect their child(ren)'s things and depart in a timely manner. Once you sign out your child you are responsible for supervising them, and you must be outside the fenced EC area, so that the Extended Care staff can properly account for remaining students in their care. If other play structures are in use by other classes, please keep your child out of these classes.
- The minimum daily charge for the Before School & Extended Care Program is a half-hour and is billed in half-hour increments thereafter. Parents will incur a late fee for any child left after 5:30 p.m. at a rate of \$1.00 per minute late, paid directly to the teacher. Emergency contacts will be called if students are not picked up by 6:00 p.m. At this time, the Extended Care Director may take such other steps as will secure the safety of the child and discharge the responsibility of Boulder Valley Waldorf School, with charges continuing to accrue until children are released to their authorized caregivers. At a certain point in the evening, consistent with the policies of other area schools, children will be left in the care of the Sheriff's Department.
- Drop-in and late charges through the end of the month will be billed by the 10th of the following month and are due by the 20th.
- Contracted Before School & Extended Care must be paid even if a student is absent on a particular day or is picked up before his or her registered time. There will be no refunds or exchanges of dates.
- Anyone failing to adhere to the policies, procedures, and the payment schedule may be requested to leave the program.