

*Eugene Waldorf School*

**AFTER SCHOOL CARE INFORMATION AND AGREEMENT**

Name of Child \_\_\_\_\_

Grade \_\_\_\_\_

The After School Care (ASC) Program is for children ages pre-school through Grade 5. Hours are Monday through Friday 12:30 (12:15 for pre-schoolers) until 5:30. Sign-up takes place either **monthly** by completing a monthly pre-scheduling form or **daily** by notifying the office.

Our ASC program is an extension of our Waldorf school classroom program, and therefore all school rules and policies apply. Please see the parent handbook for further information on these rules and guidelines.

**Charges:** The ASC rates are as follows:

<i>Type of Use</i>	Hourly Rate 0-39 hours per month	Hourly Rate 40-74 hours per month	Hourly Rate over 75 hours per month
Early Childhood - Daily pre-scheduling	\$ 5.75	\$ 5.00	\$ 4.25
Early Childhood - Monthly pre-scheduled	\$ 5.00	\$ 4.25	\$ 3.50
Grades - Daily pre-scheduling	\$ 5.00	\$ 4.50	\$ 3.75
Grades - Monthly pre-scheduled	\$ 4.25	\$ 3.75	\$ 3.00
<b>Siblings \$1.00 off of current rate</b>			

Daily pre-scheduling fees do not need to be pre-paid and are billed on a monthly basis. Charges accrue to the nearest quarter hour. Charges are considered **pre-paid** and **pre-scheduled** when your child is signed up by the **deadline date** for that **month**. Monthly deadlines will fall on or near the 24th of each month, except when holidays may make the date earlier than usual. Pre-scheduling is always done through the reception office. **Daily rates are applied to any use which is not pre-paid and pre-scheduled by the monthly deadline! If your child will be using after care and is not pre-scheduled on a monthly form, please contact the office as soon as possible to let them know.**

**Payment:** All payments should be made in the reception or business office. Payment can be made by check or cash. Please let the Office Manager know that you are paying for ASC. When you pay cash, be sure to get a receipt. All charges are due and payable at the end of each month. A 10-day grace period is given before a \$10.00 monthly late fee is assessed on any unpaid balance over \$1.00. ASC statements will be put in parents' mailboxes at the beginning of each month.

**Credits:** Aftercare credit will be given only if a child is sick. Parents are required to call the office by 9:00 a.m. on the day of **every** absence in order to be issued a credit. If a student will not be using scheduled aftercare time for any reason (for example going home with a classmate, to a birthday party, or if a parent has a change in schedule) the office would appreciate being notified so that another student may use that space and so the teachers are aware of who to expect.

**Hours:** Parents are expected to pick their children up by 5:30. Out of respect for our after care providers who cannot leave until every child is picked-up, ***please be on time to pick up your children!*** **Any child who is picked up after 5:30 will be charged the "late rate" of \$5.00 per each 5 minute increment past 5:30!**

**ASC Phone:** The after care providers can be reached directly after 3:30 p.m. on Monday, Tuesday, Wednesday, and Friday, and after 1:00 p.m. on Thursdays at **345-8774**. To get a message to them at other times, please call the school office.

**Volunteers:** Parents doing volunteer work at the school may be eligible to use ASC for no charge depending on the nature of the work and the availability of space in ASC for that particular day. You must check with the office ahead of time if you believe you may want to use ASC when you are volunteering. We will let you know if there is availability and how to avoid being billed for those hours.

If you need any further information or clarification, please call the office or the Business Office. We will be happy to talk with you at any time throughout the year.

***Thank you for cooperating with us in observing these rules and guidelines! Please sign the after care agreement form and return it to the office. We require all parents whose children use our after care program to sign this agreement.***

I have read and agreed to all the conditions listed above for the Eugene Waldorf School after care program.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

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**Rest Time:** We ask that you do not pick up preschoolers or kindergarteners between their 1:30 to 2:00 rest time. In the event that you must pick up your child during this time, please alert the after school care teacher beforehand.

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