



BEFORE/AFTER CARE and FULL DAY PROGRAM INFORMATION FORM

GENERAL INFORMATION

- Our Before/After Care and Full day program is for families that have students enrolled in preschool at SVLS.
- Before and After Care hours are 7:00 a.m. to 8:00 a.m. and 3:45 p.m. to 5:30 p.m. M-F on school days. Be sure to look at your school calendar for days off. If there are unscheduled days off such as snow days, payments received will be credited.
- Before and After Care will take place in the 3K room (Classroom #2). In the afternoon's the full day program will be taken place in the 4K room for lunch and the 3K room for rest time and afternoon activities.
- Children should bring their own snacks and lunch for our full day program. There will be no trading of food. The children will be allowed to eat during the scheduled times.
- Children who are using Before or After Care may utilize it every day or one or more days per week. Emergency drop-ins will be available if space permits it. Whenever possible, prior notice to the office should be given or to the Early Childhood Director.
- We will provide a cot for each child in our full day program. Each child is allowed to bring a small blanket and pillow. These items will stay at school throughout each week. They will be taken home on Fridays to be washed and then brought back on Mondays. Children will be resting on their cots for a minimum of 30 minutes each day.

REGISTRATION (Before and After Care Only)

- A registration form must be completed and given to the office if utilizing our Before or After Care.
- There will be a one-time, non-refundable registration fee of \$10.00 per family (Before or After Care).
- The cost will be \$4.00/hour/child, to be billed every quarter-hour for those who register and make payments by the Friday before the week they need care. Minimum charge is half-hour.
- The cost will be \$7.00/hour for those who do NOT schedule or make payments by the Friday before the week they need care. Minimum charge is half-hour. Families are also not guaranteed a spot will be available for their child for Before or After Care that day. Families must check with the secretary and teacher before leaving their children in Before or After Care.
- There will be a \$1.00 a minute charge for after-hours pick up.
- Children will not be allowed to use Before and After Care if payments are not made. If there is a situation when payments cannot be made, notify the Early Childhood Director.
- Every scheduled hour will be charged whether present or not. The only exception would be for school-made changes, such as a snow day.
- Admission and Scheduling Forms will be available at the secretary's desk and online.

PARENT COMMUNICATION

- Parents should contact the attendant about concerns. There are two ways to communicate to the attendants:
 - o Communicate directly to the attendant. When needed the attendant will communicate with the Early Childhood Director.
 - o Communicate by email to the Preschool Secretary, who will forward it to the attendant.

DAILY SCHEDULE

- Before or After Care will be provided on days that school is held.
- Times:
 - o Before School M-F 7:00 a.m. to 8:00 a.m.
 - o After School M-F 3:45 p.m. to 5:30 p.m.

I have read and understand the Before/After Care and Full Day Program Policies and agree to follow them.

Signature _____

Date _____