



2017-2018 Grades After School Program

The Grades After School Program will be available for students in the 1st through 8th grades on a contract or drop-in basis.

After School Hours & Fees:

- **Full Days: \$10/day contract or \$15/day drop in, 3:15-5:20 pm** (Mon, Tues, Wed, Fri)
- **Minimum Days: \$20/day contract or \$25/day drop in, 2:10-5:20 pm** (Thurs)

Sign-Out: Children will only be released from the program to the person(s) you have listed in TADS. Any changes or additions to this form must be submitted in writing. We cannot accept changes phoned in. A sign-out sheet will be available at pick-up and must be signed daily with your full name and time before taking a child from the program. The school is not responsible for the children once they have been released from the After School Program following the proper sign-out procedures explained above.

Late Pick-Up: There is a ten minute grace period for late pick-ups, from 5:20-5:30 pm. After 5:30 pm a **\$1 per minute** late fee will be charged.

Payment:

Contract Basis: If your child is attending the aftercare program on a contracted basis, you must complete and submit an After School Registration Contract. Payment must be made by either: one full payment with credit card or check within 30 calendar days of submitting a contract OR monthly or biannual (Sept. '17 and Jan '18) auto-draft payments via FACTS Tuition Management. Please turn in the completed FACTS form along with a voided check within 30 days of submitting a contract if you do not already have an account set up. Late payments will result in the discontinuation of your aftercare program privileges. A contract secures a place for your child in aftercare. No refunds will be made for days missed due to absences (including illness, vacation, etc.) during your contract. If you wish to make a change to your scheduled days, complete a new registration contract and submit it to the front office. New agreements cannot be back dated.

Drop-In Basis & Late Fees: In order to participate in drop in aftercare, a payment authorization form must be completed and returned to the front office. Students will not be allowed to participate in aftercare on a drop-in basis without first submitting this form. Drop-in charges and late fees will be automatically charged by the business office on a monthly basis.

What to bring: After School children must bring an additional after-school snack.