



Preschool and Kindergarten Aftercare Program Information 2017-2018

Aftercare is an extension of our Early Childhood Program and therefore is subject to very specific teacher-student ratios. Advance enrollment allows us to schedule the staff needed to meet the licensing requirements of CCL.

Aftercare will be available for students on a contracted, first come, first served basis; it will also be available on a drop-in basis **if space is available**. To ensure a space for your child, please complete the Aftercare Registration Contract and return it to the MWS Front Office.

Aftercare begins at 12:45 pm for Preschool and 1 pm for Kindergarten (when the regular school day ends). There are two Aftercare options available: Regular Aftercare and Extended Aftercare.

Regular Aftercare

Regular Aftercare ends at 3:05 pm (Monday through Friday), and we have a 2:00 pm pick up when the Grades have minimum days (Thursday).

Contracted Fees:

- **Full Days: \$15.00/day: Monday - Friday, until 3:05 pm**
- **Minimum Days: \$10/day: Thursdays, until 2 pm**

Drop-In Fees:

- **Full Days: \$20.00/day: Monday - Friday, until 3:05 pm**
- **Minimum Days: \$15/day: Thursdays, until 2 pm**

Extended Aftercare

Extended Aftercare ends at 5:20 Monday through Friday.

Contracted Fees: \$30/day, Monday - Friday, until 5:20 pm

Drop-In Fees: \$40/day, Monday - Friday, until 5:20 pm

Early Pick-Up: Parents are encouraged to pick up their child at the scheduled time as earlier pick-ups interrupt the flow of activities. We ask that you give the Aftercare Program the same respect you accord the Early Childhood. If you must pick your child up early, please let the Aftercare staff know ahead of time so they can prepare your child to leave without disturbing the group.

Late Pick-Up: Please make every effort to adhere to the schedule you arrange for your child, as it is very unsettling for the children when a parent does not arrive when anticipated. We recommend that you find a “buddy parent” who will sign out your child and care for him/her in case you are running late. Chronic late pick-ups may result in the discontinuation of your Aftercare program privileges. For late pick-up fees, please see below:

- **Late Fees for Regular Aftercare:**
 - **Full School Days:** On full school days when the aftercare pick-up time is 3:05 pm, a **\$1 per minute** late fee will apply from 3:16 pm to 3:30 pm. Pick-ups after 3:30 pm will be charged a flat fee of \$15 and be considered a drop-in for Extended Aftercare.
 - **Minimum Days:** On minimum school days when the aftercare pick-up time is 2:10 pm, a **\$1 per minute** late fee will apply from 2:20 pm to 2:36 pm. Pick-ups after 2:36 pm will be charged a flat fee of \$30 and be considered a drop-in for Extended Aftercare.
- **Late Fees for Extended Aftercare:** There is a ten minute grace period for late pick-ups, from 5:20 pm- 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:

- Aftercare children must bring an additional after-school snack. Please wrap this snack separately and mark it “Aftercare” so that it is not eaten during regular school hours.
- All Aftercare children must bring a small pillow and a small blanket to leave at school for the daily rest period. We will store these in a zippered nylon stuff bag marked with your child’s name.

We reserve the right to dismiss a child whose conduct or influence is unsatisfactory.