



# Westminster School

## Extended Care Program Summary

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The Extended Care Program Agreements on page 3 must be signed by both parents/guardians and returned in hard copy.

Westminster School offers a comprehensive Extended Care Program to families with children in grades Pre-K-8. The program is divided into two full-time components—Early Care (before school) and After-School Care—with Drop-In options for each. General program descriptions, policies, fees, and enrollment agreements are given below.

### **EARLY CARE**

Hours of Operation: 7:00 – 7:50 a.m., Monday – Friday, on every school day (including half days).

- There is no Early Care on holidays, or when school is canceled due to inclement weather or emergency response.
- In general, in case of delayed school opening, Early Care will open according to the following schedule: 2 hour delay – 9:00 a.m. Occasionally, it may be advisable to cancel Early Care due to severe weather conditions. Such decisions will be included in school announcements.

Program Description: Early Care (a state-licensed extended-day program) provides safe and enjoyable morning care prior to regular school hours. Supervised activities and free play take place in the gym. Fees and other requirements are shown below.

### **DROP-IN EARLY CARE**

Early Care is available daily on a drop-in basis. Fees and other requirements are shown below.

### **AFTER-SCHOOL CARE**

Hours of Operation: 3:15 – 6:00 p.m. (late charge begins 6:15), Monday – Friday, on every full day of school.

There is no After-School Care on half-days, holidays, when school is canceled or dismissed early due to inclement weather or emergency response, or when all after-school activities are cancelled due to inclement weather or emergency response. Occasionally, it may be advisable to close Westminster School, including After-School Care, by 4:30 p.m., due to late-developing inclement weather or emergency response. Such decisions will be included in school announcements.

Program Description: After-School Care (a state-licensed extended day program) is a safe, enjoyable program of on-site, after-school care which provides a fun, wholesome break from the school-day routine while also supporting the structure of the Westminster program. After-School Care is headquartered in the Preschool and Multipurpose Room located in the Library; some activities take place in classrooms, playground, gym, and theater. The daily schedule includes homework/quiet time, wholesome snack and drink, and a variety of activities, including outdoor play, arts and crafts, board games, library/story time, yoga, technology, and an occasional movie. Fees and other requirements are shown below.

### **DROP-IN AFTER-SCHOOL CARE**

Hours of Operation: 3:15 – 6:00 p.m., Monday–Friday, on every full day of school.

Program Description: Participants join in the schedule and activities of regular After-School Care, including activities and snack. (Payment is due at time of service.) Fees and other requirements are shown below.

## EXTENDED CARE PROGRAM FEES

Program	Annual Fee	Payment Options / Discounts / Pro-Rating & Refunds
<b>Early Care</b>	\$2,064.00 (Registration fee: \$50.00)	<ul style="list-style-type: none"> <li>● May be paid in full on April 30 (\$50.00 discount).</li> <li>● May be paid in increments of \$477.00 each, due with tuition payments on April 30, July 30, October 30, and January 30.</li> <li>● Sibling discounts: 2<sup>nd</sup> student – deduct 10%; 3<sup>rd</sup> student – deduct 15%, 4<sup>th</sup> students – deduct 20%.</li> <li>● Fees are pro-ratable for students entering the program during the school year.</li> <li>● A withdrawal penalty equal to 10% of the full annual cost will be charged for withdrawals after April 30<sup>th</sup>.</li> </ul>
<b>Drop-In Early Care</b>	\$16/day flat fee	<ul style="list-style-type: none"> <li>● Payment in full is due at the time of service.</li> </ul>
<b>After-School Care</b>	\$4,860.00 (Registration fee: \$90)	<ul style="list-style-type: none"> <li>● May be paid in full on April 30 (\$100.00 discount).</li> <li>● May be paid in increments of \$1,215.00 each, due with tuition payments on April 30, July 30, October 30, and January 30.</li> <li>● Sibling discounts: 2<sup>nd</sup> student – deduct 10%; 3<sup>rd</sup> student – deduct 15%, 4<sup>th</sup> students – deduct 20%.</li> <li>● Fees are pro-ratable for students entering the program during the school year.</li> <li>● A withdrawal penalty equal to 10% of the full annual cost will be charged for withdrawals after April 30<sup>th</sup>.</li> </ul>
<b>Drop-In After-School Care</b> (A yellow note requesting Drop-In After-School Care must be submitted to the student's homeroom teacher by 8:15 a.m. on the day of service.)	<u>Pre-registration</u> (by 8:15 a.m. on the day of): \$16/hour or partial hour. <u>Late registration</u> (after 8:15 a.m.): \$20/hour or partial hour.	<ul style="list-style-type: none"> <li>● Payment in full is due at the time of service.</li> <li>● Acceptable forms of payment are Visa, MasterCard, or personal checks payable to Westminster School.</li> </ul>



## **EXTENDED CARE PROGRAM AGREEMENTS**

Enrollment in Early Care or After-School Care is for the entire 2018-2019 school year on a first-come, first-served basis and may be limited due to space and staffing constraints. Likewise, Drop-In Early Care and Drop-In After-School Care are available on a first-come, first served daily basis and may be limited due to space and staffing constraints.

A separate Student Registration Form (included in the online registration packet) is required for each student in the Extended Care Program. Licensing regulations require completion of all information requested on the form. State law requires that first-time enrollees show proof of age and identity to an Extended Care Program staff member within seven (7) business days of initial attendance or the student will not be permitted to attend the program. Acceptable documentation includes a certified copy of the child’s birth certificate, a birth registration card, or passport. Photocopies cannot be accepted.

### **AGREEMENTS**

1. The custodial parent/guardian(s) has the right to be admitted to the Extended Day Program at any time during program operation.
2. The parent/guardian(s) gives authorization for the student to participate in Extended Day Program transportation and field trips.
3. The Extended Day Program agrees to notify the parent/guardian(s) whenever the student becomes ill and the parent/guardian(s) agrees to have the student picked up as soon as possible.
4. The parent/guardian(s) agrees to notify the Extended Day staff in writing within 24 hours, or the next business day, after the child or a member of the immediate household has developed any reportable, communicable disease.
5. The parent/guardian(s) authorizes the Extended Day Program to obtain immediate medical care if an emergency occurs and he/she cannot be located immediately.
6. In case of emergency evacuation, Extended Day staff will attempt to notify the parent/guardian(s) of the child’s location via cell phone.
7. Full payment is required at the time of Drop-In Early or After-School Care services (only).

### **SIGNATURES**

Signature(s) of parent/guardian(s) financially responsible for student:

Parent/Guardian 1 \_\_\_\_\_ Date \_\_\_\_\_  
 Parent/Guardian 2 \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Administrator of After-School Care Program

\_\_\_\_\_  
Date

Received Date: \_\_\_\_\_

Enrolled Date: \_\_\_\_\_