



# Westminster School

## EXTENDED CARE PROGRAM SUMMARY

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

Westminster School offers a comprehensive Extended Care Program to families with children in grades 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, including a breakfast snack, 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 (includes supervision and a breakfast snack). 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 head-quartered in the Multi-Purpose Room; 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. (late charge begins at 6:15), 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>	\$1,800.00 (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 \$450.00 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>• Prepaid fees for the 2016-2017 school year will not be refunded for a given quarter once the payment due date for that quarter has passed, unless the position is filled and Early Care enrollment is full. This cannot be determined until the first day of school, and there will be a withdrawal penalty of 10%.</li> </ul>
<b>Drop-In Early Care</b>	\$15/day flat fee	<ul style="list-style-type: none"> <li>• Billed monthly.</li> </ul>
<b>After-School Care</b>	\$4,240.00 (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 \$1,060.00 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>• Prepaid fees for the 2016-2017 school year will not be refunded for a given quarter once the payment due date for that quarter has passed, unless the position is filled and Early Care enrollment is full. This cannot be determined until the first day of school, and there will be a withdrawal penalty of 10%.</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): <u>\$14</u> /hour or partial hour.  <u>Late registration</u> (after 8:15 a.m.): <u>\$18</u> /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>