



# Westminster School

## Preschool – 8<sup>th</sup> Grade

### 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 (for all grades, including preschool).

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

#### EARLY CARE

Hours of Operation: 7:00 – 7:45 a.m., Monday – Friday, on every school day (including half days).

- There is no Early Care 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 designated classroom(s). Fees and other requirements are shown below.

#### DROP-IN EARLY CARE

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

#### AFTER-SCHOOL CARE

Hours of Operation: For grades K-8: 3:15 – 6:15 p.m. For preschool: 3:00 – 6:15 p.m. Monday – Friday, on every full day of school. (Children must be picked up by 6:15 PM. A late fee will be assessed beginning at 6:31 p.m. and will increase incrementally as listed below\*) 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 activities may 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, etc. Fees and other requirements are shown below.

#### DROP-IN AFTER-SCHOOL CARE

Hours of Operation: For grades K-8: 3:30 – 6:15 p.m., For preschool: 3:00 – 6:15 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.

#### \*LATE PICKUP POLICY - Fees per child:

6:31 p.m.- 6:45 p.m. \$50.00; 6:46 p.m.- 7:00 p.m. \$100.00  
7:01 p.m.- 7:15 p.m. \$150.00; 7:16 p.m.- 7:30 p.m. \$200.00

### EXTENDED CARE PROGRAM FEES 2026-2027

| Program                                                                                                                                                                          | Annual Fee                                                                                                                                                                     | Payment Options / Discounts / Pro-Rating & Refunds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Early Care</b><br><b>(Preschool-8)</b>                                                                                                                                        | \$2,257.50<br>(Registration fee: None)                                                                                                                                         | <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 \$564.38 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 (and each additional) – deduct 15%.</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.</li> </ul>         |
| <b>Drop-In Early Care</b>                                                                                                                                                        | \$18/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><br><b>(Preschool-8)</b>                                                                                                                                 | \$4,867.00<br>(Registration fee: None)                                                                                                                                         | <ul style="list-style-type: none"> <li>May be paid in full on April 30 (\$100.00 discount).</li> <li>May be paid in four increments of \$1,216.75 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 (and each additional) – deduct 15%.</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.</li> </ul> |
| <b>Drop-In After-School Care</b><br>(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-notification</u> (by 8:30 a.m. on the day of): <u>\$19</u> /hour or partial hour.<br><br><u>Late notification</u> (after 8:30 a.m.): <u>\$22</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> <p><u>Note:</u> Half-day preschool students who are not picked up by 12:15 p.m. will be taken to preschool drop-in care and regular drop-in fees will apply.</p>                                                                                                                                                                                                        |