



After School Care Registration 2012-2013 School Year

Please complete the following registration form in order that we may know when to expect your child. For occasional After School Care use, you are welcome to call the office by 10:00 a.m. on the day that care is needed to register your child for day-of care. Please let the office know if your child will not be using care on one of their regular days, so that we may offer their space to another student. The number of students allowed in each program is limited by our licensing requirements. Please keep our office informed about which days your child(ren) will be in After School Care.

Registration

Please sign my child _____, to the Three Cedars After School Care program for the following regular dates and times.

Five Day Options

**Thursday early dismissal is 1:45 p.m.*

- Preschool & Kindergarten ☐ 12:30 – 1:45/3:15* p.m.
☐ 12:30 – 5:30 p.m.
- Elementary ☐ 1:45 /3:15* – 5:30 p.m.

Partial Week: specify # of Day(s) per week and which day(s) of the week - below

- Preschool & Kindergarten ☐ 12:30 – 1:45/3:15* p.m. __Mon __Tue __Wed __Thu __Fri
☐ 12:30 – 5:30 p.m. __Mon __Tue __Wed __Thu __Fri
- Elementary ☐ 1:45/3:15* – 5:30 p.m. __Mon __Tue __Wed __Thu __Fri

Fees - Our Business Office will invoice families at the end of each month, for Care services received during that month. The rate is \$9 per hour, billed by the half-hour.

Financial Aid – Financial Aid, or Sibling or Remission discount percentage is applies to After School Care. Monthly invoices will reflect adjustments when applicable.

Three Cedars After School Care is offered on days when school is in session. We do not currently provide After School Care during breaks, holidays, snow days, in service days, the last day of school, or for students who have not attended the regular school day. We are not able to provide care to students after they leave campus at dismissal time (for example for an appointment or other activities).

Grade One – We recommend that parents of Grade One students pick up their children either at 1:00 p.m. or 3:15 p.m. It is typical for a Grade One student to be quite tired by 1:00 p.m., and to be ready to move into an unfocused and unstructured afternoon. As the students grow and gradually become accustomed to a different daily rhythm, they are generally increasingly ready to stay in school until 3:15 p.m., our usual grade school dismissal time. The School assumes all Grade One students are staying until 3:15 p.m. unless you call the office to let us know of an early (1:00 p.m.) pick-up. Thursday early dismissal is 1:45 p.m.

Late Pick-Up Fees

We strongly recommend that you pick up your child on time. If you must be late, please call the office to advise us of your situation. Late pick-ups delay and inconvenience our staff, often requiring teachers and office personnel to miss meetings or appointments to provide emergency supervision. However, we understand that late pick-ups are sometimes unavoidable. In the event that students remain on campus after scheduled pick-up times, we will do the following:

- Students in Grades 1-8 who remain on campus after regular pick-up time will be signed in to our After School Care program.
- Students remaining in After School Care beyond the regular pick-up time (5:30 p.m.) will remain with After School Care personnel or office staff. A late charge of \$12 per 10-minutes increment will be incurred. Financial Aid and other discounts do not apply to late pick-up fees.

Parent Name _____

Signature _____

Date ____/____/____

For office use only

Date form received