



# Eugene Waldorf SCHOOL

## AFTER SCHOOL CARE INFORMATION AND AGREEMENT

*Please read and sign this agreement so that we can have it on file if your child attends our aftercare program. We require this agreement for all students in fourth grade and below so that if unforeseen circumstances preclude a parent from picking up a child from school at release time, he or she can be automatically enrolled in aftercare for that day.*

Name of Child \_\_\_\_\_

Grade \_\_\_\_\_

The After School Care (ASC) Program is for children ages pre-school through Grade 5. Hours are Monday through Friday from 12:30 until 5:30. Sign-up takes place either *monthly* by completing a monthly pre-scheduling form or *daily* by notifying the office. Please see the separate annual contract that must be signed for early childhood care for the hours from 12:30 to 3:00 pm.

Our ASC program is an extension of our Waldorf school classroom program, and therefore all school rules and policies apply. Please see the parent handbook for further information on these rules and guidelines.

Rates: .

	Early Childhood Afternoon Program 12:30 - 3:00	Aftercare for Early Childhood 3:00 - 5:30	Grades Aftercare 12:30 - 5:30
Contracted	Rates vary based on days per week	N/A	N/A
Monthly Pre-scheduled	N/A	\$5.30/hour	\$5.30/hour
Daily Scheduling	\$8.25/hour	\$5.80/hour	\$5.80/hour
Siblings \$1.00 off of current hourly rate—applies to second child (or subsequent children) attending during the hours a sibling is also attending			

All fees are billed on a monthly basis. Charges accrue to the nearest quarter hour.

Charges are considered *pre-scheduled* when your child is signed up by the *deadline date* for that month. Monthly deadlines will fall on or near the 24th of each month, except when holidays may make the date earlier than usual. Pre-scheduling is always done through the reception office.

Daily rates are applied to any use which is not pre-scheduled by the monthly deadline! If your child will be using after care and is not pre-scheduled on a monthly form, please contact the office as soon as possible to ensure that space is available.

Payment: All payments should be made in the reception or business offices. Payment can be made by check or cash. Please let the office know that you are paying for ASC. When you pay cash, be sure to get a receipt. All charges are due and payable at the end of each month. A 10 day grace period is given before a \$10.00 monthly late fee is assessed on any unpaid balance over \$1.00. ASC statements will be emailed to parents at the beginning of each month.

Credits: Aftercare credit will be given only if a child is sick. Parents are required to call the office by 9:00 a.m. on the day of **every** absence in order to be issued a credit. We are also unable to credit if a child is picked up earlier than their scheduled time. If a student will not be using scheduled aftercare time for any reason (for example going home with a classmate, to a birthday party, or if a parent has a change in schedule) the office would appreciate being notified so that another student may use that space and so the teachers are aware of who to expect.

Hours: Parents are expected to pick their children up by 5:30. Out of respect for our after care providers who cannot leave until every child is picked-up, ***please be on time to pick up your children! Any child who is picked up after 5:30 will be charged the "late rate" of \$5.00 per each 5 minute increment past 5:30!***

ASC Phone: The after care providers can be reached directly after 3:30 p.m. on Monday, Tuesday, Wednesday, and Friday, and after 1:00 p.m. on Thursday at **541-345-8774**. To get a message to them at other times, please call the school office.

Volunteers: Parents doing volunteer work at the school may be eligible to use ASC for no charge depending on the nature of the work and the availability of space in ASC for that particular day. You must check with the office ahead of time if you want to use ASC when you are volunteering. We will let you know if there is availability and how to avoid being billed for those hours.

If you need any further information or clarification, please call the reception or the business office. We will be happy to talk with you at any time throughout the year.

*Thank you for cooperating with us in observing these rules and guidelines! Please sign this after care agreement form and return it to the office. We require all parents whose children use our aftercare program to sign this agreement. Please return to the reception office.*

I have read and agreed to all the conditions listed above for the Eugene Waldorf School after care program.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_