



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 fifth grade. Hours are Monday through Friday from 12:30 until 5:30. Sign-up takes place either *online via BigSIS, the school database*, or by notifying the reception office.

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.

Programs:

Robin's Nest

The early childhood classes have their own afternoon program, the "Robin's Nest" from 12:30 until 3:00 pm. *Children attending this program stay for the entire time.* Except for the drop-in option, children are signed up for the year for one to five days per week.

The annual cost for this program is:

- 1-DAY = \$550
- 2-DAY = \$1,100
- 3-DAY = \$1,650
- 4-DAY = \$2,200
- 5-DAY = \$2,750

The drop-in rate is \$21.00 per session.

Grades ASC Early Release 12:35- 3:00 pm

This program begins at 12:35 for those classes that have early dismissal and runs to 3:00 pm. It is held in the aftercare room across from the reception office. Charges accrue to the nearest quarter hour.

The charge for this program is \$6.00 per hour.

All Grades ASC Regular Release 3:00 – 5:30 pm

This program is an extension of the earlier grades ASC, but also includes any early childhood students needing to stay past 3:00 pm. It is held in the aftercare room across from the reception office. Charges accrue to the nearest quarter hour.

The charge for this program is \$6.00 per hour.

Scheduling:

Scheduling takes place via the school database or through the reception office. There is no charge for "opting out" of previously scheduled times, provided it is done by 10:00 am the day before your child was to be in care. **We charge \$5 for any cancellations made after that time and before 10:00 am the day of care.** **No-shows or cancellations made after 10:00 am on the day of care are charged \$15.**

Illness: In the event of illness, we ask parents to notify the office by 9:00 a.m. on the day of **every** absence in order to avoid the cancellation charge. 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 whom to expect.

Payment: All fees are billed on a monthly basis. 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.

Hours: Parents are expected to pick their children up by 5:30 pm. 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 pm will be charged the "late rate" of \$1.00 per each one-minute increment past 5:30 pm!**

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! 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 _____

The Oregon Department of Education Early Learning Division, which licenses our Early Childhood and After School Care programs, has enacted a new law that requires parents or guardians of each child enrolled to sign a declaration verifying they have reviewed a copy of the current license certificate. Please see the Eugene Waldorf School license on the following page, and sign below:

Signature of Parent or Guardian _____ Date _____



Certificate of Approval

Be it known that:

Eugene Waldorf School

is hereby granted a Certificate of Approval to operate:

Eugene Waldorf After School Program

1350 McLean Blvd

Eugene, OR 97405

The Office of Child Care has conducted a review and found this facility and its operation to be in compliance with the laws of the State of Oregon and applicable administrative rules.

Hours of Operation: 8:30 AM - 5:30 PM
Age Range: 30 Months through 12 Years
Ratio Group: 3B

Provider Number: CC002017
Maximum Number: 64

Days of Operation:

Monday: X	Thursday: X	Saturday:
Tuesday: X	Friday: X	Sunday:
Wednesday: X		

This certificate is effective:

October 15, 2017 through October 15, 2018

Exceptions:

Staff qualifications approved with plan for practicum student teachers
(10/15/05-10/15/18)

Serving milk is not required at this site. (10/15/05-10/15/18)

Conditions:

Special Conditions:

Questions or complaints regarding this facility should be directed to:

Office of Child Care
Crystal Persi
1200 Executive Parkway, Suite 460
Eugene, OR 97401
(541)349 - 4105