

## AFTER SCHOOL CARE INFORMATION AND AGREEMENT

*Please carefully read and sign this agreement. We require this agreement for all students in fifth 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.*

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 pm. Sign-up takes place either **online via BigSIS, the school database**, or by notifying the main 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 (12:30 – 3:00 pm)**

The early childhood classes have their own afternoon program, the "Robin's Nest" from 12:30 – 3:00 pm. *Children attending this program stay for the entire time. While monthly and drop-in attendance are an option, Robin's Nest is designed as an annual program and charges are billed equally across the months of the school year (September – June). Monthly rates are not prorated according to days in session during the month.*

The annual cost for this program is:

- 1-day \$578
- 2-day \$1,155
- 3-day \$1,733
- 4-day \$2,310
- 5-day \$2,888
- Drop-In \$22 per session.

#### **Grades ASC Early Release**

##### **12:35 – 3:00 pm, \$6/hr**

This program begins at 12:35 for those classes that have early dismissal and runs to 3:00 pm. It is held in the Early Release Room, on the main floor of the Gardenside building. Charges accrue to the nearest quarter hour.

#### **All Grades ASC Regular Release**

##### **3:00 – 5:30 pm, \$6/hour**

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 Robin's Nest room across from the main office. Charges accrue to the nearest quarter hour.

### POLICIES & PROCEDURES

#### **Scheduling**

Scheduling takes place via BigSis, the school database, or through the main office. Aftercare space is limited. If a student will not be using scheduled aftercare time for any reason, please promptly opt-out on BigSis, or notify the main office so teachers may be prepared and other students may be accommodated.

### **Cancellation & Late Pick-Up**

There is no charge for opting out of previously scheduled times, provided it is done by 10:00 am the day prior to scheduled care. **A \$5 cancellation fee will be assessed after that time. No-shows or cancellations made after 10:00 am on the day of care are charged \$15.**

Students must be picked up by 5:30 pm. **Any child who is picked up after 5:30 pm will be charged the "late rate" of \$1 per each one-minute increment past 5:30 pm.**

In the event of any absence including illness, please notify the office by 9:00 a.m. on the day of **every** absence in order to avoid incurring a cancellation charge.

### **Billing & Payment**

All fees are billed on a monthly basis. All payments should be made to the office (in person, by mail, or in the payment box outside the office window). Payment can be made by check or cash. Please let the office know that you are paying for ASC. All charges are due and payable at the end of each month. A 10-day grace period is given before a \$10 monthly late fee is assessed on any unpaid balance over \$1. ASC statements will be emailed to parents at the beginning of each month. If you have questions about your bill, please contact Katsu Shibata, Bookkeeper, at [bookkeeper@eugenewaldorf.org](mailto:bookkeeper@eugenewaldorf.org).

### **Contacting ASC**

To sign up for aftercare, please contact the main office staff during business hours, or sign up online in the BigSis Parent Portal.

The aftercare providers can be reached directly after 3:15 p.m. on Monday, Tuesday, Wednesday, and Friday, and after 12:45 p.m. on Thursday at **541-345-8774**. To get a message to ASC staff at other times, please call the school office.

With questions about the ASC program, please contact Aftercare Coordinator Eileen Chanti at 541.683.6951 ext. 104 or [eileen.chanti@eugenewaldorf.org](mailto:eileen.chanti@eugenewaldorf.org).

***We require all parents whose children use our aftercare program to sign this agreement. Please return to the main 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 \_\_\_\_\_

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