

EXPLORIS: A K-8 Learning Community
Before & After School Program
2014-2015

We are very excited that you have chosen the before and after school program for your student. This program is designed to be a safe, stimulating environment for students whose family situations or schedules require child care before and/or after school. All students who attend Exploris Elementary or Exploris Middle are eligible to attend the Before and After School Care program. We hope you find the important information below pertaining to our Before and After School Program will be helpful and informative.

Hours of Operation:

Exploris Middle

Morning hours are from 7:00 AM to 7:45 AM

Afternoon hours are from 3:15 PM to 6:00 PM

Exploris Elementary

Morning hours are 7:15 AM to 8:00 AM

Afternoon hours are 3:30 PM to 6:00 PM

Monthly Fees: (per child). Monthly fees are **due on the 1st day** of every month.

Before School	2 days = \$24.00 per month (Registration fee \$10.00)
	3 days = \$36.00 per month (Registration fee \$10.00)
	5 days = \$60.00 per month (Registration fee \$10.00)

After School	2 days = \$100.00 per month (Registration fee \$10.00)
	3 days = \$130.00 per month (Registration fee \$10.00)
	5 days = \$165.00 per month (Registration fee \$10.00)

Before/After School	2 days = \$110.00 per month (Registration fee \$15.00)
	3 days = \$155.00 per month (Registration fee \$15.00)
	5 days = \$210.00 per month (Registration fee \$15.00)

- Please make checks payable to “**Exploris**” each month. Payment is due monthly on the 1st of each month. Payment will need to be received **PRIOR** to the 1st day of school in order for students to attend the Before/After School Care Program.
- The Registration fee is a one-time fee to enroll your student in the Before/After School Care program. The Registration fee needs to be paid **PRIOR** to the 1st day of school and turned in with the Registration form.
- **Late Fees:** If you have not paid your Before/After School Care program fees by the 5th day of the month, there will be an additional late fee of \$5.00 added to your monthly bill. If the fee(s) are not paid by the 10th day of the month, your child will be dismissed from the program.
- **No Refunds:** We will not give refunds if your student is absent or if the school schedule has been affected by inclement weather. Fees are monthly and rates are not pro-rated. Fees will not be adjusted for reduced hours, absences, inclement weather, etc.
- For your child’s safety, only the parent or legal guardian can make changes to the registration. If any information needs to be changed throughout the school year, please see Mary Margaret Moffitt and/or Candice Robinson at Exploris Middle.
- **Early Release Days:** Students enrolled in the After School program will not incur an additional charge for these days. Students **NOT** enrolled in the After School program will be charged \$20.00 for each Early Release Day. Parents/Guardians will need to notify Candice Robinson if they want their student to attend After School Care on an Early Release Day.

Please Note: Children will not be released from the after school care program to anyone other than their parent or legal guardian for their protection. If you wish for your child to go home with someone else, their name must be on the approved pick up list located on their registration form. You will need to park and come into the school to sign your student out of the After School Care program.

Late Pickup: Please be considerate of our before and after school staff and be prompt when picking up your child.

- The first time that your child has been picked up late it is considered your fee warning.
- The second time your child is picked up late, will be given your first written warning and charged \$1.00 per minute per child
- If you are late a third time, a second warning will be written and a late fee of \$1.00 per minute per child will be charged.
- After the third late occurrence, you will be charged \$1.00 per minute per child and your child will be dismissed from the after school care program

Punch Card: Exploris Elementary and Exploris Middle recognize that parents/guardians may need sporadic before/after school care during the school year. Parents/Guardians may purchase a “2014-2015 Before School Care Punch Card” for \$50.00 and/or a “2014-2015 After School Care Punch Card” for \$100.00. Each card will allow the student to attend a maximum of 10 before and/or after school care program days as needed through-out the school year. Each student is able to purchase a maximum of one (1) punch card per school year. A Registration form will need to be completed at the time of purchase and a registration fee will be charged in addition to the punch card rate.

Sibling(s) Discount: A family that will have more than one (1) student in the Before/After School Care program will receive a discount of \$5.00 per month for the 2-day and/or 3-day option for each additional child that is enrolled. Students enrolled in the Before/After School Care program for the 5-day option will receive a discount of \$10.00 per month for each additional child that is enrolled.

Inclement Weather: If there is a delay in school starting, then the before school program is also delayed for that same amount of time. If we have early dismissal, **PLEASE** make sure you have arrangements for your child(ren) to be picked up as we will not have after school care. We will not have before and after school care when Saturdays are used for make-up days.

Medical Conditions: If your child(ren) has a medical condition, please make sure it is written on the registration form. Please inform the before and after school care personnel of any medical conditions. Administration of medications can only be performed in accordance with Exploris Board of Education policies.

Snacks: If you would like for your child to have a snack in the afternoon program, please send one to school with him/her.

Rules: All Exploris Student Conduct rules must be followed by all students in the before and after school care program. Any incidents of student misbehavior will be discussed promptly with parents. On the 3rd offense, the student(s) will be dismissed from the program. This includes both the morning and afternoon if the child is enrolled in both. Severe infractions shall result in immediate dismissal. Please discuss the importance of following rules with your child.