

## Before and After Care Program Policies and Procedures

**Academy of Aerospace & Engineering Elementary School** is pleased to be able to accommodate our family's request for an extended day program both Before and After school.

**SUPERVISION Policy:** Children are supervised with sight and sound at all times. All children upon arrival and departure must be marked in or out on the daily attendance sheet, stating the time of arrival and departure. This is done at the time the child is released from the parent/guardian to the staff member upon arrival or from the staff to the parent/guardian upon departure. Attendance clipboards are kept with each group of children at all times. Head counts of children are completed on a frequent basis throughout the day. Maintaining attendance records in conjunction with constant supervision, is critical in ensuring the safety and well being of the children in our care. (1:10 under 6, 1:12 7-12 years of age.)

**REGISTRATION:** For families who are interested in the Before and After care program, a new registration form must be completed and return as soon as possible for the school year 2021-2022. Registration does not roll over from year to year. Limited Before & After Care spaces are available. **If you should have any questions regarding the program you can contact the Coordinator: Melanie Rose.** Families will be notified of acceptance into the Before & After Care program prior to the start of the school year. For those families not offered a space in the program, a waitlist will be maintained. As space becomes available in the program(s), families will be contacted and offered enrollment at that time. **Please note that no drop-in is available.**

**HOURS & LATE PICK-UP policy:** Students enrolled in the Before Care program may be dropped off at the front entrance at 7:30am. Students **MUST** be signed in and out by someone 18 years of age or older and identified on the student's registration form. **The After Care program ends promptly at 5:30pm. Students must be picked up by then or a charge of \$25.00 will be applied to your account balance.** On scheduled early release days, After Care will operate from 12:00pm–5:30pm for those enrolled. After Care will not be provided on the last day of school.

**BEHAVIOR:** It is important to note that school rules/policies also apply to the extended programs. Should the student's behavior consistently be a disruption to the Before & After Care program, the student may be removed/terminated from the program at the discretion of the principal.

**PAYMENT:** **Payments must be paid in full by the by the end each month.** Failure to pay tuition by this time will result in termination from the Before & After Care program. Once payments are made, your child/children can resume in the program again. Payments are made payable online on [Myschoolbucks.com](https://myschoolbucks.com). If you have any questions regarding billing you can contact: Melanie Rose, Before & After Care Coordinator at 860-529-1652.

<b><u>Before Care: 7:30-8:30</u></b>	<b><u>Hours Per Day</u></b>	<b><u>180 days</u></b>	<b><u>Annual Cost</u></b>	<b><u>Paid Over 10 Months</u></b>	<b><u>Monthly Rate</u></b>
1	180	\$1,305.00	10	\$130.50	

<b><u>After Care: 3:00-5:30</u></b>	<b><u>Hours Per Day</u></b>	<b><u>180 days</u></b>	<b><u>Annual Cost</u></b>	<b><u>Paid Over 10 Months</u></b>	<b><u>Monthly Rate</u></b>
2.50	180	\$2,461.10	10	\$246.10	

<b><u>Before &amp; After Care: 7:30-8:30 &amp; 3:00-5:30</u></b>	<b><u>Hours Per Day</u></b>	<b><u>180 days</u></b>	<b><u>Annual Cost</u></b>	<b><u>Paid Over 10 Months</u></b>	<b><u>Monthly Rate</u></b>
3.50	180	\$3,766.00	10	\$376.60	

<b><u>Half Day Only: 12:10-5:30</u></b>		
<b><u>Hours Per Day</u></b>	<b><u>Annual Cost</u></b>	<b><u>Daily Rate</u></b>
5.50	494.00	\$49.40

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**ACADEMY OF AEROSPACE & ENGINEERING ELEMENTARY SCHOOL**

Gayle Hills  
Principal

**CARE4KIDS:** To assist with payment, Academy of Aerospace & Engineering Elementary School and **CARE4KIDS** have joined forces to help families financially with payment of childcare services. Any family that would like to learn more about CARE4KIDS may call 1-888-214-5437 to find out how to apply. If you are enrolled in CARE4KIDS, please note that it is the families responsibility to keep all information and required paperwork current. **Any amount that CARE4KIDS does not cover will be the family's obligation to pay.**

**STUDENT "DROP-IN":** Due to the size and staffing of the Before & After Care Program, we are unable to accommodate drop in students.

**CHANGE IN PARTICIPATION:** Families can withdraw their child from the program at any time throughout the year. If a change needs to be made, please contact Denise Fischer or Sharon Silbo in the Main Office.

**Please note:** that if your child is out sick or going on vacation you will still be charged for that time your child is not here.

**INCLEMENT WEATHER/EMERGENCY CLOSINGS:** If the Academy of Aerospace and Engineering Elementary School has a late opening, Before Care will start drop-off at 9:00am. If there is an early release due to inclement weather or an emergency there will not be After Care and your child should be picked up as soon as possible. **Any days that are missed due to inclement weather will be adjusted at the end of the school year.**

**LOST OR STOLEN ITEMS:** The Before & After Care program is not responsible for lost or broken items. We ask students not to bring toys to the program. We provide materials for student enrichment.

