



800 East Sycamore Street

Westfield, Indiana 46074

(317) 867-0158

Before and After Care Policy

2008 - 2009

Before and After Care is available to the students of the Montessori School of Westfield when school is in session. Fees are \$4.00 *per child/per hour* and are payable to the Montessori School of Westfield on a monthly basis, or when billed.

Parents will need to check in with the before/after care teacher at the time of arrival and departure. This ensures that the child's arrival/dismissal time is properly documented.

Before Care is available starting at 7:30 a.m. **All Before Care children should report to Mr. Sumski's classroom (Elementary 2) from 7:30 a.m. to 8:00 a.m.** After 8:00 a.m., children should go directly to their own classroom. Those children with siblings in the Elementary will not be charged for arriving at 7:50 a.m.

After Care is available from 3:05 p.m. to 5:30 p.m. You will be charged for a whole hour if you arrive after the start of after care. For example: If you arrive after 3:05, you will be charged one hour and if you arrive after 4:00 you will be charged another hour. Elementary starts at 3:05, and Children's House starts at 3:15. If you have children in both the Elementary and Children's House, after care will begin at 3:05. These times will be strictly enforced. Charges will start accruing for both/all children, at that time. If you pick up between 5:00 and 5:30, you will be charged an additional \$4.00 per child for that half hour.

Due to repeated tardiness in the past, we reserve the choice of charging a late fee of **\$1.00 per minute, per child after 5:30 p.m.** We are aware of unexpected circumstances, but please plan ahead to be respectful to the after care workers and their time. Money does not make up for their family time lost.

If parent's need Before and After Care on an irregular basis, please send in a note or leave a message, stating your child will be in after care. Some children experience a lot of anxiety when a parent is late picking them up and calling ahead helps to alleviate this problem.

Billing will be done on a monthly basis and will be included with your monthly tuition invoice. Payment must be made by the date on the invoice. If the charges are not paid in full, a \$10.00 late fee will be assessed to your next bill. Please put your payments in the envelope inside the each canopy door. Please do not send payments in your child's folder.