



EAST BAY WALDORF SCHOOL

## Aftercare Program Policy

The East Bay Waldorf School offers an Aftercare Program for Preschool through Grade students to meet the needs of our families. Aftercare is available every school day, with the exception of the last day of school. Students may only attend Aftercare on the days they attend school.

Thank you for helping us provide the best possible care for all of our children by becoming familiar with the process and adhering to it.

**1) Aftercare Program** – If you would like your child to attend Aftercare, *we must receive an Aftercare contract online through our website.* This gives us time to plan for the program and make sure we are adequately prepared. If we do not receive an Aftercare contract, your child will be considered drop-in and drop-in rates will apply. For Drop-In Aftercare, you must sign-up before 11:00 am the day the care is needed online through our website, or through the Front Office every time Drop-In Care is needed.

- Aftercare is available every school day, with the exception of the last day of school.
- Aftercare has a daily rate structure, based on the length of the day.
- Students may only attend Aftercare on the days they attend school.
- If a child shows up for Aftercare, for any reason, and is not on the list, the drop-in rate will apply.

### 2) Structure and Fees

*\*For families seeking full week care until 5:30 pm, a yearly contract is available with a monthly flat fee at a discounted rate. Please contact [aftercare@eastbaywaldorf.org](mailto:aftercare@eastbaywaldorf.org) for any questions.*

#### CONTRACT RATES

#### DROP-IN RATES

<p><b>Preschool Contracted Rates: \$11 per hour</b>  <i>Monday-Friday:</i>            12:45-3:15 pm \$27.50/day            12:45-5:30 pm \$52.25/day  <i>Friday Early Option: 12:45- 2:00 pm \$13.75/day</i></p>	<p><b>Preschool Drop-in Rates: \$16 per hour</b>  <i>Monday-Friday:</i>            12:45-3:15 pm \$40/day            12:45-5:30 pm \$76/day  <i>Friday Early Option: 12:45- 2:00 pm \$20/day</i></p>
<p><b>Kindergarten Contracted Rates: \$11 per hour</b>  <i>Monday-Friday:</i>            1:00-3:15 pm \$24.75/day            1:00-5:30 pm \$49.50/day  <i>Friday Early Option: 1:00- 2:00 pm \$11/ day</i></p>	<p><b>Kindergarten Drop-in Rates: \$16 per hour</b>  <i>Monday-Friday:</i>            1:00-3:15 pm \$36/day            1:00-5:30 pm \$72/day  <i>Friday Early Option: 1:00- 2:00 pm \$16/day</i></p>
<p><b>Grades Contracted Rates: \$11 per hour</b>            3:30-5:30 pm \$22/day            Friday: 2:00-5:30 pm \$38.50/day</p>	<p><b>Grades Drop-in Rates: \$16 per hour</b>            3:30-5:30 pm \$32/day            Friday: 2:00-5:30 pm \$56/day</p>

**3) Billing and payment** – Payment can be managed through your SMART account monthly or full payments can be made in the Business Office by check or credit card (credit card fee 2.5%). If paying through SMART, the due date will be the same day as your tuition payment.

Please be aware that you will be charged a late fee if we have not received your payment by the first of the month. The late fee will be reflected on the following month's bill.

Your monthly invoices or receipts serve as your tax receipts.

**4) Aftercare Days** – Just as with missed school days and tuition, we will not refund or credit any Aftercare payments for missed aftercare since we have staffed and provided resources for the Aftercare program based on the contracts submitted by our families.

If you know ahead of time that your child will miss Aftercare in the following month, you may update your contract by the 20<sup>th</sup> of the month prior to service and you will be charged accordingly.

**5) Drop-in** – If you are paying by check or cash, you may drop payment in the lockbox on the door of the Business Office. Please make sure to clearly label your payment. You may fill out the online drop-in form and pay by credit card as well.

**6) Three Early Dismissal Days** – There are three early dismissal days every school year when Grades students are dismissed at 1 pm; your child is welcomed to Aftercare early at no additional cost on these days for families that have a monthly or yearly contract. Otherwise, you will need to fill out a drop-in form online and pre-pay for the service.

**7) Late Pickup** – Aftercare closes at 5:30 pm. *If you pick-up your child after 5:30, there will be a \$25 late fee applied to your next bill.*

**8) Changes in care** – If the days or times for which your child needs Aftercare change, *you must revise your contract by the 20<sup>th</sup> of the month prior to service. If we do not receive a revised contract, you will be charged the drop-in rate for any new/additional days.*

**9) Contract** – Please complete the form, one for each student.

- The first section of the online contract provides the school with information we require to keep track of your contract, pick-up preferences, and contact information. Emergency contact and Authorized pickup information will be pulled from your child(ren)'s emergency form.
- The second section of the online contract, after clicking the continue button, will take you to the schedule where you may choose weekly recurring days and times. If you have a specific set of days that are not recurring weekly, please state the days and times in the comments section.
- The final section will provide the school with your payment information.
- This form assumes the term of a month.

If you have any questions, please contact [aftercare@eastbaywaldorf.org](mailto:aftercare@eastbaywaldorf.org) or 510-222-3297 ext. 2101.