

Care Programs Registration 2018-2019

school day: 8:15-3:35 (doors open 8:00), 8:15-2:45 on Thursdays

Mother's Name: _____

Mother's Address: _____

Work Phone: _____ Home: _____ Cell: _____

Father's Name: _____

Father's Address: _____

Work Phone: _____ Home: _____ Cell: _____

Person(s) other than parents who may pick up child: _____

Child's Name: _____

Grade: _____ Age: _____ Birth Date: _____

List Allergies (food, drug or other): _____

I would like to enroll my child for (check all that apply):

Before Care opens **7:30** on (circle days): Monday Tuesday Wednesday Thursday Friday Drop-In*

After Care **3:35-4:30** on (circle days): Monday Tuesday Wednesday Thursday Friday Drop-In*

After Care **3:35-5:30** on (circle days): Monday Tuesday Wednesday Thursday Friday Drop-In*

Child's Name: _____

Grade: _____ Age: _____ Birth Date: _____

List Allergies (food, drug or other): _____

I would like to enroll my child for (check all that apply):

Before Care opens **7:30** on (circle days): Monday Tuesday Wednesday Thursday Friday Drop-In*

After Care **3:35-4:30** on (circle days): Monday Tuesday Wednesday Thursday Friday Drop-In*

After Care **3:35-5:30** on (circle days): Monday Tuesday Wednesday Thursday Friday Drop-In*

***Drop-in use available only when space permits by reservation through the School Office.** Check availability in advance (required 24 hour notice). School Office opens at 8:00 a.m., so Before Care needs to be preplanned.

I understand this form is an application. Registration is dependent on available space.

I agree to pay the monthly charges within 10 days of receiving the bill. I understand that charges not paid by the due date will be subject to additional late payment fees. **Choose one of the following and sign below:**

I am choosing to be billed for a REGULAR WEEKLY SCHEDULE, a discounted rate that will apply whether my child attends each week or not. See *Important Information* →

I am choosing to be billed as a DROP-IN, a higher rate that will be applied only to the days my child is in attendance if space permits. See *Important Information* →

Parent/Guardian Signature

Date

Overview

Care Programs are open to students enrolled at Prairie Hill and complement the school day, applying the same guiding Waldorf principles used in the classrooms. The children come to feel secure in a caring environment providing a regular rhythm to the day, periods of free play, structured activities, exercise, nourishment and rest.

Students are eligible to attend Care Programs when they can follow instructions within a group setting. As in all Prairie Hill classes, appropriate behavior is expected to allow an optimal experience for all students.

Children must attend their regular school-day program in order to attend the After Care Program. Children who are sick are to remain at home.

Before School Care 7:30–8:00 a.m.

Before School Care is available for Wonder Garden, Kindergarten and Grades children. Children will be supervised in quiet free-play.

After School Care 3:35–4:30/5:30 p.m. & 2:45–4:30/5:30 on Thursdays

This program serves children from the Wonder Garden, Kindergarten and Grades 1-8. After School Care provides a family atmosphere, allowing relationships to grow among the age groups. The program provides snack, including setting the table/washing dishes; outdoor activities, games, crafts and cleanup.

What to Bring: Seasonal outerwear appropriate for the weather (what is normally worn for their class outdoor play).

Drop-In Care – when space permits

Drop-in care is available for the Before Care (opens 7:30) and the After School Care (3:35-4:30/5:30) when space permits. Please call the School Office to check availability and reserve a space 262-646-7497. Phone hours begin at 8:15, so please plan ahead.

Important Information - Will I be billed the Regular Rate or Drop-In Rate?

Regular weekly scheduled attendance means your child will attend day(s) each week of the month.

This space is reserved for your child and you will be billed whether or not your child is in attendance, ill or away. The School Office needs notification of changes in your schedule, as billing reflects a discount for using a Regular Weekly Schedule.

Regular Weekly Schedules lasting less than 30 calendar days will be billed at the Drop-In rate.

Drop-in use – when space permits, means your child will attend some days or weeks and not others.

Drop-in space, when available, is billed only for the days your child attends. A fee will also be incurred if a Drop-in space is reserved and not cancelled 24 hours prior to the reserved date.

Registration

Registration forms for Care Programs are due at the August *Forms, Photo and Fees Day*, or by the first day of school.

See back page for fees

Care Programs Open after Labor Day

Start/end and vacation dates for the Care Programs can be found on the *Important Dates 2018-19* included in your Back-to-School packet mailed in August, and on the Prairie Hill school calendar linked to the weekly newsletter.

Billing

The Business Office receives Care attendance sheets at the end of each month. Monthly care bills will be placed in your family mailbox. Checks are made payable to Prairie Hill, noting the invoice number in the check memo space. We are not able to accept debit/credit cards at this time for payment. Late payment fees will be applied to unpaid balances.

Reservations, Schedule Changes & Questions

If you need to reserve space or make a change to your current care schedule, please contact Sally Sommer in the School Office at 262-646-7497 and for questions about the programs. For billing questions, please contact the Business Office at 262-646-7497 ext 11 or bookkeeper@prairiehillwaldorf.org.

Fees

Please contact the School Office (262-646-7497) 24-48 hours in advance for availability and to reserve space for Drop-in care. Phone hours begin at 8:00 a.m.

Before School Care **7:30 – 8:00 a.m.**

Regular weekly schedule	\$5/day
Drop-In Use	\$7/day

After School Care **closes at 5:30 p.m.**

Regular weekly schedule	\$8/hour	3:30 – 5:30 M,T,W,F and 2:45 – 5:30 Thursdays
Drop-In Use	\$10/hour	3:30 – 5:30 M,T,W,F and 2:45 – 5:30 Thursdays
Late Pickup after 5:30 p.m.	\$10/15 minutes	per child

Late Pickup from classroom after 3:45 p.m. (2:55 p.m. on Thursdays): Children will go into the After School Care program for a fee of \$6 per child if picked up by 4:00 p.m. (or if picked up by 3:10 p.m. on Thursdays).

Above Drop-in rates will apply after this time.

IMPORTANT NOTE: Care is billed in hourly increments and is not prorated for early pick-up.



Before & After School Care Programs 2018-2019^{revised}



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