



FernLeaf After Care Policies

Program:

We provide a safe, nurturing, creative environment that embodies FernLeaf's core values. After-school is a time for children to unwind from their school day. We offer activities designed to enrich your child's social and physical development and encourage self-expression. This is a less structured time of the day for outside play, arts and crafts, team building activities, etc.

Snack:

Each student will be provided with a fruit/vegetable and *either* a protein source or whole grain each day. Popcorn will be limited to special occasions and "movie days". Parents are encouraged to send additional healthy snacks if their child finds that they need additional snack items.

Pick up:

All children must be picked up by 6pm. A \$5/minute fee will be incurred after 6PM which must be paid before after-care may be used again. After 3 late pickups, students will be suspended from the program for 1 week.

Children not picked up from school by 3:30 PM will be placed in the after-school program. The "single use" policy and fee will be applied. Parents/Guardians will be notified if a child is not picked up on time and placed in after-care.

Registration and Payment:

Payment and Registration for the following week must be received the week before care is needed by 6:00 PM on the preceding Friday.

All payments must be made by check, money order or credit card.

Payment by check must be received the preceding Friday as well. Payment by credit card will be accepted the first day of after school attended for the week

There are 3 ways to register/submit checks but in all cases the dates of care being paid for must be written on the check.

1. Pay at Aftercare when you pick up your student.
2. Deliver your payment at the front desk (check only)
3. Send payment to school with your child to give to their teacher (check only).

Late Additions and Late Registration Fee:

If payment is received after the Friday deadline, a \$15 fee will be incurred.

Single Use Care Policy and Fees:

In emergency situations where unplanned care is required and a child is not registered in advance, a single use fee of \$15 will be charged. Single Use Care may be used 5 times. Upon the 6th use, the regular \$30 annual registration fee will be incurred and all regular fees/rates will apply.

Non Use, Cancellations, and Refunds:

No refunds will be issued for any non use or cancellations

Cost:

- Annual Registration Fee: \$30
- Regular School Days (Mon - Thurs): \$11 per day
- Early Dismissal (Fri) : \$13 per day

Non Use, Cancellations, and Refunds:

No refunds will be issued for any non use or cancellations

Missed Payments:

After 5 missed payments, students will be suspended from the program until full payment for all missed days is received.

Financial Assistance and Payment Forgiveness:

Any Financial assistance or payment forgiveness is at the discretion of the School Director.

Receipts:

Parents will receive a receipt for payments. No summative receipt will be given for tax purposes. Our tax ID is: 47-1184515.

Technology and Cell Phone Policy

We adhere to the Fernleaf policies that are applied for the school day. We are stressing in particular that no toys (including Pokemon cards) are brought to after school. We provided many games, toys and activities to use. Also, no electronic devices are allowed. If your child has a cell phone, they must clear that through Michael and will be expected to not leave the backpack during the after school period. . If a child has toys or electronics out during the after school time, a staff member will hold the item until parents arrive for pick up.

Staff:

At least one FernLeaf after school staff member will be CPR and First Aid Certified.