



A Friends Elementary and Middle School Serving Bright Children Who Learn Differently

### **After School Program**

**Program / Curriculum:** Activities during the After School Program will depend on the interests of the students and the teachers in charge. In general, the activities will be educationally based and in keeping with the philosophy of The Quaker School. Some examples of acceptable activities include:

- Quiet time for homework
- Computers
- Outdoor sports and activities
- Board games / cards / puzzles
- A limited amount of structured free play

**Days and Times the program will be in session:** The After School Program will be in session according to the school calendar.

**Please note:** *The After School Program will not be open on early dismissal days or if the school is closed due to poor weather.*

**Who may attend?** Any student currently enrolled at TQS.

**Food:** The vending machine will be open for students who wish to purchase a snack.

#### **Rate Per Year:**

The After School Program is not available on early dismissal days. Payment for students regularly enrolled in the After School Program will be billed in advance per trimester. Payment is due **September 1<sup>st</sup>**, **December 1<sup>st</sup>**, and **March 1<sup>st</sup>**.

- ❖ Full care (5 days/week): \$2,355 (\$785 per trimester)
- ❖ 4 days/week: \$1,818 (\$606 per trimester)
- ❖ 3 days/week: \$1,371 (\$457 per trimester)
- ❖ 2 days/week: \$924 (\$308 per trimester)
- ❖ 1 day/week: \$465 (\$155 per trimester)
- ❖ Drop-in per day: \$20.00/day\*
- ❖ Late pick-up fee: see policy below

\* Drop-in fees will be billed monthly and payment is due upon receipt. If payment becomes past due by 30 days, then the student may not continue in the After School Program and the late payment fine, as outlined in the Program Policy, goes into effect.

**Late Pick-Up Policy:** The After School Program closes at 5:30 p.m. sharp! A late pick-up fee of \$1.00 per minute will be charged for the time period after 5:30p.m. This means if the student is picked up at 5:31 p.m., you will be charged \$1.00. If the student is picked up at 5:46 p.m., you will be charged \$16.00.

This same fee structure applies to variations in dismissal time, such as after school sports, play rehearsals, after school tutoring, and missed school buses. Payments must be made directly to the faculty member in charge within one week of the late pick up. Paying the late fee does not excuse lateness and habitual lateness may result in the child's withdrawal from the After School Program.

If payment is more than 30 days past due, the student may not continue in the program. A late payment fee of 1.5 percent per month will be charged in accordance with After School Program policy.

**Medications:** The After School Program Coordinator will administer medications in keeping with the Quaker School Medication Policy.

**Transportation:** Please note that the school districts will not pick up students after 3:15 p.m. Students, who attend the After School Program, must be picked up by a parent or other caregiver before 5:30 p.m.

**Registration:** Parents, who are interested in using the After School Program either occasionally or frequently, should fill out the attached forms and return them to the school office. Returning these forms is in no way a commitment, but it will allow us to make appropriate staffing decisions.

**A special note for drop-ins:** In general, children who learn differently need a consistent schedule. They do better in school when they know what to expect. Some of our children (especially younger children) will not take the unexpected news that they are staying in the After School Program well. Whenever possible, parents should discuss after school plans in advance with their child. This will help to avoid tears and will help the program run smoothly.

In any event, please notify the school either in writing or by phone by 2:45 p.m. if you would like your child to stay in the After School Program. If you know you will be late, please notify the school office as soon as possible.

Please know that you will be charged the daily drop in rate of \$20.00 for any pick up after 3:30 pm. You will be required to sign out your child from the after school program upon arrival.

**Questions?** Questions about the After School Program billing may be directed to Ginnie Im (gim@quakerschool.org).

**The Quaker School at Horsham 2015-2016**

***After School Program Registration***

Name of student: \_\_\_\_\_

Name of parent(s): \_\_\_\_\_

Phone numbers

	Parent:	Parent:	Other caregiver:
Home	(____) _____	(____) _____	(____) _____
Work	(____) _____	(____) _____	(____) _____
Cell	(____) _____	(____) _____	(____) _____

\_\_\_ Check here if it will be necessary for us to administer medication to your child during the After School Program. The After School Program Coordinator will get the details from the medication form that you will fill out separately.

My child will participate in the After School Program on the following schedule (please put a check next to the appropriate day/s):

\_\_\_ Full care: \$2,355

\_\_\_ Monday            \_\_\_ 4 days: \$1,818 total

\_\_\_ Tuesday           \_\_\_ 3 days: \$1,371 total

\_\_\_ Wednesday       \_\_\_ 2 days: \$924 total

\_\_\_ Thursday           \_\_\_ 1 day: \$465 total

\_\_\_ Friday

\_\_\_ Drop-in only \$20.00/day (billed monthly)

Please include a check made out to **The Quaker School at Horsham** for the amount due along with this Registration Form and the signed After School Program Policy to The Quaker School at Horsham.

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Parent/guardian signature

Date

**The Quaker School at Horsham**

***After School Program Policy***

Please sign and return with your Registration Form.

I agree to provide complete and accurate information on my child's Registration Form and will inform The Quaker School at Horsham of any changes to these forms in a timely manner.

I understand that if my child is not picked-up by 5:30 p.m., I will be subject to the Late Policy as outlined on the information sheet.

I agree to read and understand the After School Program information sheet and abide by its terms.

I understand that if my child "drops-in", I will notify the school by phone or in writing **by 2:45 p.m.** on the day of attendance. I will make every possible effort to discuss after school plans with my child in advance.

I understand that if my payment for the After School Program should become past due, I will be notified by the Business Office. I understand that my child may be withdrawn from the After School Program if my account becomes past due, but I will still be responsible for paying the bill.

I have read this policy and agree to abide by its terms.

Student name \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_