

**Stone Bridge School
Aftercare Program
1680 Los Carneros Ave.
Napa, CA 94558
(707) 257-7136**

Welcome to the Stone Bridge School Aftercare Program! Here we strive to create a fun and comfortable place to rest, create, play, nourish and enrich the body and soul. I'm looking forward to seeing familiar faces returning, along with some brand new ones!

Our Program and Policies

Who's Eligible

Stone Bridge School Aftercare Program is designed to serve the families of our community who need childcare beyond normal school hours. This includes siblings (at least 4 years old) who may not be attending our school. The program is open 12:35 to 5:30 Mon.-Fri. when school is in session.

What We Offer

Aftercare provides a fun, safe place to connect and play with friends of all ages. We offer projects and materials to create, learn, and explore with. Older children are provided a space to do homework. While we enjoy a rhythm that suits the needs of a mixed age group, we honor the child's free time after their more scheduled day in class.

What To Bring

We partake in the great outdoors in all sorts of weather and get especially wet and dirty on the days when you plan on bringing the kids by grandma's on the way home. Having an extra set of dry clothes in Aftercare for your little mud bunny is always welcome. A drawstring bag clearly marked with your child's name that will be stored at Aftercare is highly encouraged for first graders and kindergarteners (and anyone else who enjoys getting messy!).

Sun hats are also recommended and we are happy to store your child's personal sunscreen (marked with their name).

VERY IMPORTANT-

Any child who would like to ride one of the Aftercare bikes, must have their own helmet. The helmet can be stored at Aftercare, will be clearly marked with the child's name, and will be reserved for that child only.

Snack

Aftercare holds two snack periods (2:00 and 4:00) when we serve an almost entirely organic, all natural, wholesome snack. On any given day, our snack will consist of such things as homemade whole wheat bread, homemade pizza, chips and hummus, fresh fruits and vegetables, and smoothies. Children are also welcome to enjoy their own school appropriate snacks from home.

If your child has special dietary needs, we are happy to accommodate them and will plan snacks accordingly.

Registration

A payment of \$30 is required for each child to enroll in the Aftercare Program. The fee is good for one school year. For anyone enrolling after February 1st, the fee will be reduced to \$15.

Aftercare Billing

Fees are due on the 31st of each month. Payment received after the 5th will be charged a **\$15.00** late fee. If payment is 2 months past due, you will be contacted by the coordinator to set up a payment plan. If your payment is 3 months past due, your child will be dropped from the program until any outstanding fees have been paid in full.

If you have an outstanding bill from the previous year, your child's application will not be accepted until the balance is paid in full.

Outstanding debts may also result in withholding end of the year student reports and portfolios. Our school relies on the revenue earned through Aftercare and your prompt payment helps ensure the continued offerings of our school's rich curriculum.

Sibling discounts will be applied only after all registration applications are received for each child.

There is a **\$20.00** returned check fee.

Aftercare Late Pickup Policy

Aftercare makes staffing and space availability decisions based on your contract and drop-in requests. When children are picked up late, it impacts the service we have promised to provide for the other families. Please ensure your child is picked up by 3:05 or 5:30, according to your contract.

If your child is picked up after 5:30 PM **sharp**, the late fee of **\$8.00** per 15min will be applied.

Sign-out

A parent or designated guardian must complete the sign out sheet each day. If your child is not signed out at the time he or she is picked up, you will be charged for the full day. In addition, **please make verbal contact with the coordinator or assistant before leaving the premises with your child.**

Conduct

Please remind your children that the same behavior that is expected in school, is expected in Aftercare. People and materials are to be treated with respect. Imaginary gunplay is not welcome. Physical violence is not to be tolerated and may result in the parents being called and the child sent home.

We strive to accommodate all children, but if a child's needs surpasses our capabilities or capacities, we reserve the right to refuse service.

After School Campus Policy

Any children on campus after school, must be with a parent or guardian OR signed into Aftercare. Any child not in the company of an adult will be signed into Aftercare.

Having unattended children on campus creates a liability for the school and for Aftercare.

Free Aftercare For On Campus Volunteers!

We're pleased to offer free Aftercare for our wonderful families who take time out of their busy schedules for the good of the school.

Aftercare will provide free childcare to any parent or guardian who is doing volunteer work **ON CAMPUS** which benefits the school. This will be available on a first come, first serve basis (not to exceed child to provider ratios). **As with other drop-ins, this must be arranged by phone call no later than 11:00AM of given day.** Parents are responsible for indicating that their child is attending under a volunteer arrangement- failure to do so will result in applicable charges.

Activities that would qualify for this service would include after school classroom help, EVF help, committee/ council meetings, etc. This does **NOT** include parent/ teacher meetings or other matters which pertain only to your family.

To take advantage of this offer, all paperwork must be completed prior to the day that care is requested.

Volunteering Opportunities

Aftercare offers a great opportunity for parents to work off volunteer hours while playing and creating with their children and his or her friends. Children of parents working in Aftercare are welcome to stay free of charge while their parents are helping out on site.

We at Aftercare are also grateful to parents who support the program through other volunteer efforts. These include, but are not limited to, EVF booth planning and working, laundry, bicycle repair, and cleaning. If any of these sound intriguing, or if you have your own ideas about how you could support Aftercare, please talk to Karla or Fiona. We love hearing your ideas!

So, How Do I Sign Up?

Please fill out entire packet and turn into Rochelle in the office by the first day your child will attend Aftercare. We DO NOT hold information over from the previous year, so it is important to have all of your child's current information on file- for both safety and billing.

Contracting

Contracted families are charged a rate of between \$6.00 and \$4.40 per hour and are eligible for a 10% sibling discount off your entire bill when you have more than one child registered. Your child is ensured a place on their contracted days.

A two week written notice is required for any contract changes.

Drop-in

Drop-in is **\$8.00** per hour and is to be arranged in advance, no later than **11:00AM** on the day that care is required. The office must also be contacted by 11:00 AM if the child's teacher was not notified at drop-off.

Drop-in will be subject to space availability and will be provided on a first come, first serve basis. If we are unable to accommodate your child for that day, you will be notified by no later than 12:00 PM.

Knowing who will be joining us and how many children to expect is imperative to providing the level of care our children deserve.

Frequently Asked Questions Regarding Contracting

"What is the benefit of contracting?"

Contracting ensures that you have a place in the program, which is especially important this year since we have a capacity limit of 35 children and Thursdays and conference weeks frequently reach it. Contracted rates range between \$6.00 and \$4.40 an hour.

"My child is contracted for Monday and Wednesday. This week I need care for Thursday. Can I switch days?"

No. Your contract only covers the days you are signed up for. However, an extra day may be added as a drop-in and will be billed at the drop in rate.

"My child will be away from school for a week during the school year. Do I still have to pay for Aftercare?"

To keep your place in the program, yes. You may wish to end your contract two weeks prior to the absence, in writing, and re-contract when returning. You will be charged the drop-in rate for any time you are not under contract.

"My child is contracted for three days a week. Can I change to five days a week?"

Yes. If you would like to increase the number of days your child attends Aftercare, you must notify us two weeks prior to the next billing month. If you would like to make this change immediately, then you will need to pay the drop in rate for those additional days.

"My child is contracted for five days a week. Can I switch it to three days?"

Yes. However, your contract is monthly so a refund or credit will not be granted. You may change to different days or change the number of days your child will attend Aftercare by notifying us two weeks prior to the first of the month.

"My child no longer needs childcare. What do I do?"

You must give the Coordinator two weeks in writing to end your contract. Without previous notice, the full contracted fee will be due for that month. For example, if you give notice on November 20th, you will still be charged for the full month of November.

**Aftercare Yearly Contract
2016-17**

Child's Name: _____ Grade: _____ Today's Date: _____

Teacher: _____ Contract Effective Date: _____

CONTRACT SERVICE: Please indicate which service you are requesting for each day of the week. Please see rate sheet for cost of use.

K1 = Using Aftercare from 12:35 until 3:05, K2 = Using Aftercare from 12:35 until 5:30
AC = Using Aftercare from 3:05 until 5:30

<u>Mondays</u>	<u>Tuesdays</u>	<u>Wednesdays</u>	<u>Thursdays</u>	<u>Fridays</u>	<u>Drop In Only</u>
___K1	___K1	___K1	___K1	___K1	_____
___K2	___K2	___K2	___K2	___K2	
___AC	___AC	___AC		___AC	

*Please note that Thursday is an early dismissal day so Aftercare will begin at 12:30 for children in the grades.

I understand that I have signed up for the days noted above. Extra days may be available at the additional hourly rate with prior approval of the Aftercare Coordinator. _____(Initial)

If I find it necessary to change schedules, a two-week notice must be given. Otherwise the higher contracted amount will apply. _____(Initial)

I understand that Aftercare will bill me each month for the days I selected unless I notify the program in the appropriate manner of any changes to this schedule. _____(Initial)

I commit to pay any outstanding balance by the due date of each month. I understand that failure to keep my account current may result in termination of this contract and removal of my child(ren) from the Aftercare Program. _____(Initial)

I understand and accept that my child's end of the year reports will be withheld pending payment of any outstanding Aftercare debt. _____(Initial)

I understand I responsible for indicating on the Aftercare drop-in sheet that my child(ren) is attending under a volunteer arrangement with the Aftercare Coordinator and failure to do so will result in applicable charges. _____(Initial)

MONTHLY BILLING: All bills will be issued via email only (no hard copy).

I understand and accept this. _____(Initial)

OR-

I would prefer a hard copy in addition to my emailed copy in my mailbox. _____(Initial)

Parent Name: _____ Signature: _____

Please make checks payable to Stone Bridge School

Stone Bridge School
2016-17 AFTERCARE CONTRACT FEE SCHEDULE

Kindercare 1 (K1) 12:35-3:05

1 day per week- \$6.00 per hour= \$60.00 per month
2 days per week- \$5.60 per hour= \$112.00 per month
3 days per week- \$5.20 per hour= \$156.00 per month
4 days per week- \$4.80 per hour= \$192.00 per month
5 days per week- \$4.40 per hour= \$220.00 per month

Kindercare 2 (K2) 12:35-5:30

1 day per week- \$6.00 per hour= \$120.00 per month
2 days per week- \$5.60 per hour= \$224.00 per month
3 days per week- \$5.20 per hour= \$312.00 per month
4 days per week- \$4.80 per hour= \$384.00 per month
5 days per week- \$4.40 per hour= \$440.00 per month

Aftercare 3:05-5:30 (Mondays, Tuesdays, Wednesdays, and Fridays)

1 day per week- \$6.00 per hour= \$60.00 per month
2 days per week- \$5.60 per hour= \$112.00 per month
3 days per week- \$5.20 per hour= \$156.00 per month
4 days per week- \$4.80 per hour= \$192.00 per month
5 days per week- \$4.40 per hour= \$220.00 per month (price includes Thursday 12:35-5:30)

Aftercare Thursdays add \$60.00 for additional care from 12:35-3:05

Aftercare Thursdays add \$120.00 for additional care from 12:35-5:30

*Please note that Thursday is an early dismissal day so Aftercare will begin at 12:35 for children in grades 1-8.

August is pro-rated to ¼ monthly fee.*

December is half-priced. *

June will be free of contracted charges.*

*any additional drop-in fees will still apply

Additional fees

Annual Registration Fee- \$30.00 per child

Drop-In Rate- \$8.00 per child

Sibling Discount- 10% off entire bill when all siblings are registered

Late Pickup Fee-\$8.00 every 15 minutes

Returned Check Fee- \$20.00

Late Monthly Payment- \$15.00

If your family qualifies NVUSD's Free and Reduced Lunch Program, you're entitled to a 50% reduction in your entire monthly Aftercare bill.

Child's Name: _____ **Grade:** _____ **Today's Date:** _____

Stone Bridge Aftercare 2016-17

General Permission Slip

This form must be completed and returned in order for your child to attend Aftercare

Here at Stone Bridge Aftercare, the staff will be teaching the students how to handle and use non-power tools such as hand drills, saws, and hammers, garden tools, kitchen tools such as small knives, and crafting equipment such as scissors and low-temp glue guns. We enjoy outdoor water play and messy fun like mud and paint. We have impromptu face painting from talented staff members (and occasionally by fellow students!), we help out in the gardens and with the chickens and we love to ride bikes, scooters, and other non-motorized wheeled vehicles. We always ensure best safety practices, but bumps, bruises, small burns and stains on clothing can happen. Please sign and return this permission slip with your application.

Please initial, acknowledging that your child has permission to participate in these activities.

Water play/ mud play/ getting wet-_____

Hand tools/ cooking tools-_____

Paint/ tie dye- _____

Low- temp electric glue guns-_____

Face paint/ glitter-_____

I give my child- _____ permission to attend Stone Bridge Aftercare as specified above. I understand that Stone Bridge School is not responsible for personal injury or loss of property. I give authorization for my child to be treated by a medical physician in the event of a medical emergency.

Parent or guardian's signature

Today's date

Please tell us a little bit about your child and her/his interests to aid us in getting to know her/him better.

How to Guide...

For Free Aftercare!

Aftercare wants to make volunteering as easy as possible for busy parents and therefore offers free Aftercare for anyone who is volunteering on campus! Please take the time to carefully read our guidelines so you, too, can receive this fabulous offer!

Volunteering must take place **ON CAMPUS.**

Volunteering must be related to the school or class in general. Parent/ teacher meetings, IEP meetings, or anything else that pertains to an individual does **NOT** qualify for free Aftercare.

Parents must make arrangements for Aftercare space by noon on the day care is needed. Last minute drop-ins **may** be considered at the Aftercare staff's discretion.

Parents are required to **sign out** their children when leaving. **It is the parent's responsibility to indicate when signing their child out that they were volunteering.** Failure to do so will result in being charged the normal hourly rate of **\$8.00 per hour.**

Hours **will not** be deducted from contracted charges for volunteer time. While we appreciate any extra time you put in volunteering, contracted charges cannot be altered.

We're grateful for the time and energy you spend to ensure that your child has the best possible Waldorf education. By signing below, you accept our offer of free childcare and agree to our conditions.

Signature: _____

Date: _____