

## Mount Carmel Before and After School Program Policies and Procedures 2010-2011

**Hours of Operation** – 7:00-8:00 a.m.  
1:00-6:00 p.m.

### **Registration**

- Registration requirements:
  - \$60 *non-refundable* registration fee per child
  - Completed application
  - Current, accurate immunization forms
  - Signed Enrollment Agreement
  - Completed ACH Draft form with a voided check attached
- Any student with an incomplete file will not be allowed to attend the Before and After School Program. Registration fees and aftercare tuition are *non-refundable*.

### **Fee Schedule and Payment Policies**

- Payments may be made either yearly or monthly. (see rate table below)
  - Yearly payments are due in two increments: 25% due June 1<sup>st</sup> and balance due August 1<sup>st</sup>
  - Monthly payments are due on the 1<sup>st</sup> of the month for ten months: August 1<sup>st</sup> – May 1<sup>st</sup>
- Method of payment:
  - Yearly payments may be made by check or money order.
  - Monthly payments are made by automatic draft from your checking account.
    - Monthly payments not made by automatic draft will incur a \$5.00/month per child fee.
- Payments are due and payable by the 1<sup>st</sup> of each month. A \$35 late fee will be applied if payments are not paid **by the due date**.
- The full monthly rate applies - regardless of how many days a student attends or how many days school is in session.
- Past due accounts will be subject to termination of services. Reinstatement of your child will be at the discretion of the program director and will require an additional registration fee.
- Late Pick-up Fees:
  - Children must be picked up by 6:00 p.m. Students who are not picked up by 6:00 p.m. will be charged a per child fee of \$1/minute.
  - After 6:00 charges must be paid when the child is picked up. If you are unable to pay that evening, the amount will be added to your student's tuition account.

<b>Payment Schedule</b>	<b>1<sup>st</sup> Child Rate</b>	<b>2<sup>nd</sup> Child Rate</b>
<b>Yearly-due by first day of school</b>		
Morning 7-8	\$1225	\$1205
Afternoon 3-6	\$2045	\$2045
Preschool only 1-6	\$2845	\$2845
<b>Monthly – Bank draft</b>		
Morning 7-8	\$135/mo	\$130/mo
Afternoon 3-6	\$230/mo	\$220/mo
Preschool only 1-6	\$310/mo	\$300/mo
<b>Monthly – Check</b>		
Morning 7-8	\$140/mo	\$135/mo
Afternoon 3-6	\$235/mo	\$225/mo
Preschool only 1-6	\$315/mo	\$305/mo

### **Check In/Check Out Procedures**

- Morning students should report to the lunchroom. Afternoon students should meet their teacher in the designated area.
- Children will only be allowed to leave with parents or persons designated by the parents. Children should be signed out at the office and escorted out of the building.
- It is within the authority of the director to ask for identification for verification purposes.
- It is within the authority of the director to question the advisability of a child leaving with an individual who may appear to be incapable of driving safely.

### **Illness**

- Children who are running a fever or vomiting may not remain in the center. Parents will be notified of illness immediately and asked to pick up the child.
- Children must be fever free for 24 hours before returning to the center.
- Children with communicable disease are not allowed in the center for the duration of the disease.
- Parents must notify the director when their child has a communicable disease. Mount Carmel will report any suspected case of communicable disease to the parent and to the local county health department.

### **Emergencies**

- If a child is involved in an accident while in the center, the parent will be notified. Parental wishes will be followed as closely as possible. Simultaneously, first aid will be administered by a staff member.
- We will not hesitate to call 911 if needed.
- An accident report will be filed at the center.
- Mount Carmel is required by law to report any suspicion of child abuse to the Department of Family and Child Services.

### **Behavior**

- Students are expected to follow the same rules and guidelines that are expected of them during regular school hours. Students are to: 1) be kind and considerate, 2) follow directions, 3) speak appropriately, and 4) respect everyone's right to learn and play.
- Students who are disruptive or disrespectful will be sent to the director.
- Students who are consistently noncompliant with the rules may be eligible for dismissal from the program.