

WESTMONT BEFORE AND AFTER SCHOOL PROGRAM GUIDELINES

Thank you for your interest in Westmont's Before and After School Program. We are pleased to offer both before and after school care for students enrolled at Westmont. Our staff has accepted this challenge and responsibility as a service to our school community. We will make every effort to ensure that your child has a safe and enjoyable experience in an educationally appropriate setting.

Norma Read, director

nread@ccboe.net

School phone (706) 863-0992/Cell Phone(706) 504-8034

HOURS AND DAYS OF OPERATION

The "Before School" program opens at 7:00 each morning. Students are dismissed from the program at 8:00. The "After School" program begins at 3:30 and ends at 6:00 each evening. The programs are only offered on regularly scheduled school days. We are closed during the scheduled school holidays.

ABSENCES

If your child is absent from school, you must still pay for "Before and After School" care.

REGISTRATION/PAYMENTS

There is a required registration fee. The registration fee is \$25.00. The fee is nonrefundable. The weekly fee for "Before School" is \$10.00 per student. The "After School" fee is \$45.00 weekly per student. A check or money order is due every Monday/Tuesday for the current week. All payments are either \$10.00 for Before School and \$45.00 for After School. **The cost for Before and After School is \$55.00.** If you prefer to pay monthly, payments must be made at the **beginning** of the month. Students whose accounts are past due will receive written notice. Any accounts that are two weeks past due will be terminated and your child will be withdrawn from the program.

DROP-IN FEES

We do offer drop-in services. The weekly fees for drop-ins are as follows: Payments are due the day the child attends.

Before School

1 day=\$5.00 2 days= \$10.00 3 or more days= \$15.00

After School

1 day = \$15.00 2 days = \$30.00 3 or more days = \$50.00

RETURNED CHECK FEE

A \$25.00 fine will be assessed for checks that are written to the school and are returned as insufficient funds.

EMERGENCIES

If we have an emergency involving your child, we will follow normal emergency procedures. If your child is injured seriously, we will apply first aid, call 911, and contact you. Be sure to keep us updated as to changes in phone numbers, emergency contacts, and any other pertinent information. **The After School cell phone number is 706-504-8034. Please call us if you have an emergency.**

SUPPLIES

Students should bring all books, paper, pencils, and other necessary supplies to complete homework each day. The "After School" program does, however, keep an ample amount of supplies on hand should a child forget. Children are not permitted to leave the "After School" program and return to their classrooms at any time.

DROP-OFF/PICK-UP

The drop-off/pick-up area for both programs is on the left hand side of the building at the side entrance to the lunchroom.

WITHDRAWAL FROM THE PROGRAM

All students withdrawing from the program must notify the director, in writing, one week prior to the date of withdrawal or you will continue to be charged for your place in the program. If your child is enrolled in the program, a payment is due each week even if they don't attend.

HOMEWORK

We will encourage students in all grades to work on their homework assignments while they are attending the "After School" program. The staff will help the students understand any homework directions. However, we are not staffed to tutor individual students.

PICKING UP YOUR CHILD

In the Westmont "After School" program, each child must be signed out daily by an adult listed on the child's registration sheet. We will not allow your child to leave with anyone not listed. In instances when it is necessary for someone different to pick your child up, a signed note is required from the parent. Parents must pick up children no later than 6:00 PM. **There will be a \$1.00 per minute charge for children that are picked up after 6:00 PM.** After the third occurrence, your child will be withdrawn from the program.

TAX INFORMATION

You may need the Westmont tax ID number to receive child care tax credit. This information will be available during the last week of January.

DISCIPLINE

The children enjoy the "Westmont Before and After School" programs and normally behave very well. We treat the children with respect and encourage them to treat others with respect. We do not allow running indoors, destruction of equipment, foul language, etc. disrespect, defiance, and disruptive behavior will be dealt with immediately. A child may be reviewed for dismissal from the program for inappropriate behavior at any time, at the discretion of the school principal and the director.

