



Alexandria Montessori
School

**Before and After School Care
2023-2024 School Year**

Dear Parents,

We are pleased to announce that we will be continuing *Alexandria's Before/After School Care* for the 2023-2024 school year. This service will be provided for full time, part time, or occasional use. The hours are 7:30-8:30 AM and 3:15-6:00 PM. The cost is \$8.00 per child/per hour or any part thereof and partial hours are not pro-rated. Snack will be served.

3:15 – pick up any time before 4:00 PM = 1 hour of care
3:15 – pick up any time between 4:00 & 5:00 PM = 2 hours of care
3:15 – pick up any time between 4:00 & 6:00 PM = 3 hours of care

When school is not in session or there is an early dismissal Before/After School Care will not operate – *this includes Teacher-Parent conference days.*

Please fill out and return the form below to school by August 1, 2023, as the number of children in the program is limited due to space.

Here are a few guidelines we would like to give to all parents participating:

① Parents must first notify the school office before your child will be admitted into the AM or PM session unless you have signed up as a regular participant. For the AM program you must contact the school office the day before; for the after-school care program, the office must be contacted by 12:30 PM. Parents of regular participants must follow these same time guidelines for notifying us of an absence. This is for our planning as well as the safety of your children.

② Because of limited space and insurance restrictions, we can only accept students enrolled at Alexandria Montessori School into this program.

③ Children will be permitted to bring toys or games from home with the exceptions of guns/weapons or war figures, and hand-held electronic devices. There is a time and place for such toys, but we'd rather this not be one of them. Sorry, we cannot be responsible for lost items.

④ While we do not provide breakfast for your children during the AM session, you are welcome to send a “snack breakfast” with them and we will help them set it up.

⑤ Prompt payment is expected after you receive your invoice. **Your account must be paid within 7 days of the billing date on your statement.** If payment has not been received by this date, your child will not be accepted into the program until the account is paid in full.

⑥ All students must be picked up by 6:00 PM. A fee of \$15.00 per ten minutes or part thereof will be charged for any student not picked up by 6:00 P.M.

Any child/family not following these guidelines will become ineligible for this program.

Please feel free to call me anytime concerning the Before/After School Care Program.

Karen Graham
Director

Please check all that apply and return by 8/1/23 to reserve a place in Before/After School Care

☐ I will need childcare on an occasional basis.

☐ I will need childcare before/after school on a regular basis beginning on

_____ (date) as noted below:

AM Hours: _____ Days: _____

PM Hours: _____ Days: _____

Child(ren)'s name(s): _____

Parent's Signature: _____ Phone: _____

Will someone other than a parent be picking up on a regular basis? (i.e. babysitter, grandparent). If so, please list names here and be sure to add this person to the Child Release Form in your enrollment packet.

Additional Pick-up person: _____ Phone: _____

Additional Pick-up person: _____ Phone: _____