



Now and Then Before and/or After-School Care Program 2017-2018
Infant/Toddler/Primary/Elementary

Now & Then is a service for students who *occasionally* need to use the Before and/or After Care programs. (For more frequent use, you may want to consider enrolling in our Full-Time Before and/or After-School Care Program. The full-time option allows you to include the payment with your regular monthly tuition payments and the hourly rate is discounted. For more information about the full-time option, please contact the Office.) Students who are registered in the *Now and Then* Program who are not picked up at their regular dismissal time will go to After Care and be assessed the minimum charge (15 minutes).

Students must be pre-registered in the program before attending, by annually completing and returning the attached registration form to the office along with the \$75 per student minimum fee. Fees should be added throughout the school year, as needed. You will be notified via email when balances become low or negative. Any money not used will be refunded and mailed to you at the end of the school year. There is a minimum 15 minute charge for students checking into Before or After Care. The fee for this service is \$5.00 per hour. Without on-going, sufficient pre-paid funds your student will not be eligible to attend.

Before Care opens at 6:30 a.m. After Care closes at 6:00 p.m.

All times are local time. Please note that the office closes at 4:00 p.m. daily and minimum staff is on site. Late pick up will result in a fee of \$10 for every 5 minutes. Parents are expected to have back up/emergency transportation for the child if ever unable to personally pick the child up by 6:00 p.m. Please be considerate that the After Care staff has family responsibilities and are not employed beyond 6:00 p.m.

Any child dropped off at school before 8:20 AM will be charged for Before Care. Any child not picked up by 3:30 PM will be charged for After Care.

All Classes/Programs are closed and no Before/After Care is available on:

Labor Day	Thanksgiving Break (Wed-Fri)
Fall Break	Martin Luther King Jr. Day
Winter Break	President's Day
Spring Break	Memorial Day

Childcare is available Winter Break & Spring Break for an extra pre-paid fee, based on enrollment. Please consult the current school-year's calendar for specific dates and/or additional closings.

Please contact the office at 574-264-4444 no later than 2:30 p.m. if your child will need to attend After Care that day. If notification does not occur, the hourly rate is \$10 per hour.



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Please complete and return this form to the CCM office along with the \$75 per student pre-payment fee.

Program desired (circle one): Before Care After Care Both

Days of week (circle one): Mon Tues Wed Thur Fri **Approximate Time:** _____

Child's Name _____ **Classroom Teacher:** _____

Address _____ **City/State/Zip** _____

Parent(s) Name(s) _____

Phone #'s between the hours of 6:30-8:30 a.m. and/or 3:30-6:00 p.m.

_____ (circle one): home cell work

_____ (circle one): home cell work

Primary Email Address _____

Emergency Contact Person & Phone # _____

All families are required to list at least one emergency contact person other than parents.

- Account must maintain a positive balance for child to attend.
- Parents will contact the school in advance when the student will attend Before Care or After Care.
- Students will arrive no earlier than 6:30 a.m. for Before Care.
- All students will be picked-up no later than 6:00 p.m. from the After Care program. A late fee will be charged for any child not picked up on time.

I have read, understand and agree to the policies and procedures for participation in the *Now and Then* Before and After School-Care program.

Parent Signature

Date

FOR OFFICE USE ONLY:

Amount Collected \$ _____ Cash or Check # _____ Date Collected _____ Office Staff Initials _____