

TOLEDO BLADE BEFORE & AFTER CARE TUITION – POLICIES – PROCEDURES Phone: 941-426-2547



TOLEDO BLADE ELEMENTARY CHILD CARE

The Toledo Blade Elementary Child Care Program is a safe, healthy & fun environment for children of working parents. Children are grouped by grade level & is designed for children who can function in a group setting. Time for completion of homework is scheduled every day in AFTER CARE. Group Leaders do offer advice & assistance on homework, but parents are encouraged to re-check their children's assignments for completion and accuracy.

HOURS OF OPERATION

The program operates on all scheduled school days, beginning with the first day of school. Before School Care is from **6:30am-8:15am**. After School Care is from **3:15pm-6:00pm**. Children are to be picked up no later than 6:00pm. A \$1.00 per minute late fee will be assessed if pick up is after 6:00pm. If tardiness is chronic, the child's participation in the program will result in removal from the program.

ENROLLMENT INFORMATION

It is the parent/guardian's responsibility to provide current emergency contacts, custody or medical information & documentation for special situations **to the childcare office. We will not receive updated information from the school or have access to student information.** Parent/guardian MUST escort & sign their child in for BEFORE CARE & sign them out in AFTER CARE. A photo I.D. must be presented by any authorized person (18yrs or older) picking up a student.

DISCIPLINE POLICY

Students are expected to follow school rules during child care.

- **1st Offense:** A review of the rules will be discussed with the child/parent conference-warning paperwork
- **2nd Offense:** Loss of playground/conference-warning paperwork
- **3rd Offense:** 3-day suspension/conference- warning paperwork
- **4th Offense:** Removal from program
 - ☼ **FIGHTING IS STRICTLY PROHIBITED & RESULTS IN IMMEDIATE REMOVAL**
 - ☼ **BEHAVIORS WHICH POSE A SAFETY ISSUE FOR SELF OR OTHERS RESULT IN IMMEDIATE REMOVAL FROM PROGRAM**
 - ☼ **NO CELL PHONES MAY BE USED DURING BEFORE OR AFTERCARE**

TUITION SCHEDULE

There is a non-refundable registration fee of \$25.00 per family, per school year. Registration must be done in person by the parent or legal guardian of the student(s). **The registration fee and five (5) days tuition is due at the time of registration.** The parent/guardian is responsible for tuition.

PAYMENTS TO BE PAID IN ADVANCE EVERY FRIDAY FOR THE FOLLOWING WEEK.

- Tuition for the month of May must be paid in advance by MID-MAY (all accounts with a credit balance at the end of the year have an option to receive a refund, roll funds to the following year or donate to the program).
- **ANY ACCOUNT THAT BECOMES PAST DUE MAY RESULT IN DISMISSAL FROM THE PROGRAM.**

Prices are a DAILY rate per child

AM Care	\$4.00 per child
PM Care (includes a FULL meal)	1 st child - \$8.00 2 nd child - \$7.00 3 rd child - \$5.00
PM Care/Reduced lunch status* (includes a FULL meal)	1 st child - \$7.00 2 nd child - \$6.00 3 rd child - 4.00
PM Care/Free lunch status* (includes a FULL meal)	1 st child - \$6.00 2 nd child - \$5.00 3 rd child - \$3.00

*parent/guardian must provide a copy of their approval letter from Food Service for reduced rates to apply within 30 days of receiving your verification approval date. If you submit your verification after enrollment, your account will only be credited the 30 days prior to your form submission.

PLEASE USE PARENT PORTAL TO CHECK ACCOUNT BALANCES.

A REFUND of your child care balance must be requested by the last day of school or upon final departure or the balance will be considered a **donation** to the school.

Please feel free to contact us at the number listed above during child care hours with any questions you may have. We look forward to a great year with your child(ren)!