

# The Montessori House

426 Knickerbocker at Riveredge Rd.

Tenafly, NJ 07670

## After Care at The Montessori House

The Montessori House is pleased to offer families our After Care program. After the end of the school day, between the hours of 3 p.m. and 6 p.m. on days classes are in session, After Care provides a safe, supervised, familiar environment for the care of Montessori House children. For parents, After Care provides a convenient, high-quality childcare option for both scheduled later pick-ups or for unscheduled emergencies.

After Care is available from Wednesday September 14, 2016 (when school is in session) until Tuesday June 6, 2017.

Whenever possible, After Care gets children outside onto the playground. Otherwise, we supervise After Care inside the building. When inside, children play games, draw, read, sing, or rest. Whether inside or outside, children receive a healthy snack between 3 p.m. and 4 p.m.; of course, Montessori House snack rules apply. The After Care program is not an academic program, so students do not receive instruction or access to Montessori materials during After Care.

After Care is available for students scheduled to dismiss at 3 p.m. who are reliably toilet trained (i.e., no “pull ups”). Note, we currently have a daily limit of 13 children in After Care. To assure an After Care spot, and to enjoy the most economical rates, parents should pre-fund an After Care account and should phone to reserve a spot in After Care no later than 10 a.m. of the same day.

You are charged for After Care in hourly increments up to 6 p.m. and then by the minute after 6 p.m., as follows:

<u>Time Period</u>	<u>Cost of After Care</u>	
	With pre-paid account	No pre-paid account
3 p.m. to 4 p.m.	\$13.00	\$15.00
3 p.m. to 5 p.m.	\$23.00	\$27.00
3 p.m. to 6 p.m.	\$33.00	\$39.00
After 6 p.m.	Additional \$1.00 per minute	Additional \$1.00 per minute

**IMPORTANT NOTE FOR ALL PARENTS WITH 3 P.M. PICK UPS: If you have not arrived to pick up your child by 3:05 p.m. then we will send your child to After Care.**

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You may make reservations days in advance. If your child requires After Care but you have not pre-funded your account, then you will incur the listed charges. Any pick-up after 3:05 p.m., but before 3:20 p.m. will incur a charge of only \$5. You may pick up your child at any time before 6 p.m., but you will be charged as if your child had been picked up “on the hour” if you pick up after 3.20 p.m. We will offer a 5-minute grace period each hour (based on our clock). Thus, if you have arrived to pick-up by 4:05 p.m., you will only be charged until 4 p.m.

If After Care is held outside on the playground, you should park in the lot and come collect your child from After Care on the playground. For those days After Care convenes inside, you may ring the bell at the front door to contact and identify yourself to our staff. Once we confirm your identity and that we have your child, we will allow you to enter the building to collect your child. Whenever you pick up your child, please be sure to sign out your child; note, the sign-out time determines your After Care charges.

To pay for After Care, we request that you pre-fund an After Care Account with The Montessori House. Once you have pre-funded an After Care Account, the arrangement will be similar to an EZPASS account in that when your account runs low The Montessori House will bill you for further pre-funding. If you do not pre-fund your account as requested, all your After Care usage will be at higher rates. At the end of the school year we will provide you a refund for any unused funds in your After Care Account.

Attached you will find the following:

- FAQ on After Care
- Detailed Reservation and Pick-up Instructions
- After Care Account Registration

As the After Care program presents different challenges from our regular school programs, we may tweak the program in the course of the year. To ensure those tweaks are worthwhile for you and your family, we are eager for your feedback on the program – both your kudos and your critique. If you’re planning to use After Care, what would make it more attractive? If you don’t plan to use After Care, but have a need for after care, why won’t you use it? Let Ms. Maria know in person, or by email at [office@themontessorihouse.com](mailto:office@themontessorihouse.com), and of course contact us with any questions or concerns you may have.

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## Montessori House After Care

### Frequently Asked Questions

**1. What is the purpose of After Care?**

To provide Montessori House pupils ages 3 and up who dismiss at 3 p.m. an opportunity to remain at school to as late as 6 p.m. with appropriate supervision. The program does not have educational objectives. Instead it seeks to provide an entertaining, safe and social environment after the end of school. For parents we provide convenient, high-quality care for both scheduled later pick-ups or for unscheduled emergencies.

**2. Who may register for After Care?**

Montessori House pupils who dismiss at 3 p.m. from the full-day Pre-Primary Montessori plus Enrichment program, the Kindergarten/1<sup>st</sup> Grade program, or from the half-day, afternoon session of the Pre-Primary Montessori program. To be eligible for After Care, children must be reliably toilet-trained (i.e. no pull-ups).

**3. What are the program options?**

Parents may phone (no e-mail) to reserve After Care on any given day, space available. Children may stay as late as 6 p.m. (charges for the program will be in 1-hour increments for 1, 2, or 3 hours). In addition, parents have an “emergency” option, whereby children will be sent to After Care if they are not picked up timely at the 3 p.m. dismissal, or at the time they are released from their after school instructional program.

**4. What will children experience in After Care?**

Weather permitting; we will conduct most of After Care on the playground. Children will receive a healthy snack during the first hour of After Care (3 p.m. to 4 p.m.). When inside, children will play games or read – the Montessori works are not be available during After Care and no instruction is provided.

**5. How will I pick up my child?**

You may pick up your child at any time between 3 p.m. and 6 p.m. You must come to the After Care program to retrieve your child and his/her belongings. You will see if After Care is on the playground as you park. If not, you come inside to collect your child. When you collect your child you must see the After Care caregiver and sign-out your child with her. She will note the time you collect your child for purposes of security, recordkeeping and billing.

**Note, when you make an After Care reservation, you must provide the name, relationship, and photo of the person who will pick up your child – we will release your child only to the designated person.**

**6. What are the costs of After Care?**

Any pick-up after 3:05 p.m., but before 3:20 p.m. will incur a charge of \$5.

For those with a pre-funded After Care account, the cost is \$13 for the first hour (or any portion thereof) and \$10 for each additional hour (or any portion thereof) your child attends After Care on any given day.

For those without an After Care Account, you will pay \$15 for the first hour (or any portion thereof) and \$12 for each additional hour (or any portion thereof) your child attends After Care on any given day.

In general, we will provide a 5-minute grace period: we will not charge for the next hour if your child is picked up by 5 minutes past the hour.

Finally, if you have not picked up your child by 6 p.m., there will be an additional charge of \$1 per minute after 6 p.m. that the child remains at school.

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You will be charged for After Care in hourly increments up to 6 p.m. and then by the minute after 6 p.m., as follows:

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3 p.m. to 4 p.m.	\$13.00	\$15.00
3 p.m. to 5 p.m.	\$23.00	\$27.00
3 p.m. to 6 p.m.	\$33.00	\$39.00
After 6 p.m.	Additional \$1.00 per minute	Additional \$1.00 per minute

In all cases, you will be charged only \$5 if you pick up by 3:20 p.m.

**IMPORTANT NOTE FOR ALL PARENTS WITH 3 P.M. PICK UPS: If you have not arrived to pick up your child by 3:05 p.m. then we will send your child to After Care.**

**7. How will I pay for After Care?**

If you plan to pre-reserve for After Care, you must register your child and open an After Care account with The Montessori House before making a reservation. (This will work like EZ-Pass, where you pre-pay for future use). The initial amount to open an account is \$250. The Montessori House will keep track of your balance, and as needed e-mail you a bill to replenish the account (sorry, no credit cards accepted at this time). These bills will be due immediately. If an After Care account balance falls to \$0 after a bill has been issued, then all subsequent After Care services will be billed at the higher rates for those with no pre-funded account, until the account is adequately funded. In cases where you have not opened an account and then use After Care on an emergency basis, we will bill you for the time you used, plus open an account with \$250 for your future use of After Care.

**8. Can I drop my child off at After Care?**

No, we have no facility for taking in a child who has already departed school as part of a normal pick-up.

**9. Is there a limit on the number of children in After Care?**

Yes, we cannot accommodate more than 13 children at any one time in After Care, at least initially. (We may add more staff if there is sufficient demand from parents for After Care).

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**10. If After Care is inside, how will I gain access to the school (e.g. at 6 p.m.)?**

Come to the front door and ring the bell. Identify yourself to our staff (we will check against our list of designated pick-ups). If you are on the list the staff will notify you of the location for pick-up and will “buzz” you into the building. Please do not let anyone else enter the building even if the person is well-known to you and currently affiliated with The Montessori House.

**11. Are there school days when no After Care is available?**

Generally all regular school days that include an afternoon session will offer After Care. After Care will be available September 14, 2016 through June 6, 2017, on days the afternoon classes are in session.

**12. Will After Care be available on days school is not in session? (e.g. Conference Days, vacations, etc.)**

No.

**13. Two examples of how you may incur charges for After Care**

Mrs. A. has pre-enrolled for After Care and wants her son Ray to attend every Tuesday until 5 p.m. With her pre-enrollment she has paid the initial \$250. The first week Ray stays on Tuesday until 5 p.m. (he’s signed out by 5:05 p.m.) and Mrs. A’s After Care account is debited by \$23 for care from 3 p.m. to 5 p.m. The 2<sup>nd</sup> week Mrs. A calls on Monday to have Ray stay in After Care on Monday for 1 hour and on Tuesday until 6 p.m. On Monday Mrs. A. does not come to pick Ray up until 4:30 p.m. (she is charged \$23 for Monday for 3 p.m. to 5 p.m.). On Tuesday Mrs. A does not pick Ray up until 6:10 p.m. (she is charged \$43 -- \$33 from 3 p.m. to 6 p.m. plus \$1 per minute from 6:00 p.m. to 6:10 p.m.). On Wednesday Mrs. A. comes late for normal pick-up and doesn’t retrieve Ray until 3:20 p.m., she is charged \$5. By the end of week 2 Mrs. A has incurred charges of \$94 (Week 1 - Monday \$23; Week 2 - Monday \$23, Tuesday \$43, and Wednesday \$5) and will soon receive a bill to replenish her After Care account.

Mr. B has not pre-enrolled for After Care for his daughter May. On Tuesday afternoon May is not picked up until 3:45 p.m. (without a pre-paid account, Mr. B is charged \$15 for After Care for 3 p.m. to 4 p.m.). On Wednesday Mr. B. calls to say that the next day he can’t get May until 5 p.m. He picks May up at 5 p.m. on Thursday (since he does not yet have a pre-paid After Care Account, he is charged \$27 for 3 p.m. to 5 p.m.). At the end of the week Mr. B will be asked to write a check for \$292 (\$42 for After Care that week plus \$250 to establish a pre-paid After Care Account.)

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## After Care Reservation and Pick-Up Procedures for Parents 2016-17

### **Reservations**

Once you have registered your child for After Care you may make advance reservations for care. Note, we can only accept 13 children at a time for After Care.

We will accept reservations at any time. You may make reservations well in advance if you prefer.

You may only submit or change an After Care reservation by phone (no e-mail). Phone our office (201-816-8343). If you reach our voice-mail box, you may leave a message. Be sure to provide us with all the information listed below. We will not accept your reservation with incomplete information.

Required Reservation Information:

- Name of Child
- Date After Care Requested
- Scheduled Pick-up Time
- Who will pick-up your child? Their relationship? Do we have them on file?
- Phone number (cellphone is best) of designated pick-up person

When you reserve, we will ask you to identify a pick-up time. However, you will pay only until the time you actually pick-up your child. You will also be asked to identify the person who will pick up your child and an emergency contact number for that person and yourself. We will only release your child to the person you have identified – once school has ended (3 p.m.) we have no way to allow you to change the person identified for pick-up.

### **Pick-Up**

You may come any time between 3 p.m. and 6 p.m. to pick-up your child. Please be sure that the person you have identified in your reservation actually arrives for pick-up. Further, please be sure that they have a Photo ID – as we may want to confirm identity from time-to-time.

To pick-up please park in a permitted space in the school parking lot (same guidelines regarding parking as regular pick-up – don't park between the playground and the school entrance.)

Weather permitting, After Care will meet in the playground and you can retrieve your child from the playground. Please come to the locked gate and wave to our After Caregiver. We get your child ready and have you sign-out your child noting the time of pick-up. Then, you and your child may leave.

If you park and do not see After Care in the playground, then we will have your child inside the school. In this case come to the front door and ring the bell. Tell the After Caregiver who you are and the name of your child, she'll check against her list. She will tell you where After Care is meeting, and will admit you through the front door. Please do not allow anyone else into the building. As with pick-up from the playground, you must see the After Caregiver to sign-out your child.

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## After Care Registration Agreement 2016-17

If you would like to register your child in The Montessori House After Care program, please complete this form and submit it with a check payable to "The Montessori House" to fund your After Care Account.

Please register: \_\_\_\_\_ (student name)

Please fund our After Care Account in the amount of \$ \_\_\_\_\_ (Minimum \$250).

You will pay for After Care based on the following schedule of charges.

<u>Time Period</u>	<u>Cost of After Care</u>	
	With pre-paid account	No pre-paid account
3 p.m. to 4 p.m.	\$13.00	\$15.00
3 p.m. to 5 p.m.	\$23.00	\$27.00
3 p.m. to 6 p.m.	\$33.00	\$39.00
After 6 p.m.	Additional \$1.00 per minute	Additional \$1.00 per minute

Note, you may pick up your child anytime before 6 p.m., but you will be charged as if you had picked up your child on the next whole hour (at 4 p.m. 5 p.m. or 6 p.m.). You have a 5-minute grace period on each hour. In all cases, you will be charged only \$5 if you pick up by 3:20 p.m.

You agree to promptly fund your After Care Account when presented with a bill to do so

The Montessori House accepts students into the After Care program at its discretion and may refuse to accept students in After Care for a variety of reasons, including but not limited to: late payment of After Care bills, child's behavior, repeated late pick-ups (after 6 p.m.) or non-compliance with reservation and pick-up procedures.

This agreement supplements your Enrollment Registration Agreement (2016-17) .

### Signed and agreed to by Parent or Guardian:

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_, 2016