

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 when a full-day of school is in session, from Tuesday September 11, 2018 until Tuesday June 4, 2019.

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; 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.

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>Pick-up Time</u>	<u>Cost of After Care</u>	
	With pre-funded account	No pre-funded account
3:05 p.m. to 3:20 p.m.	\$5.00	\$5.00
3:20 p.m. to 4:05 p.m.	\$11.00	\$14.00
4:00 p.m. to 5:05 p.m.	\$22.00	\$28.00
5:00 p.m. to 6:05 p.m.	\$33.00	\$42.00
After 6:05 p.m.	\$1.00 per minute past 6:00 p.m.	\$1.00 per minute past 6:00 p.m.

FOR LOWER RATES, PRE-FUND YOUR AFTER CARE ACCOUNT.

Please write a check for \$250 or more payable to “The Montessori House”.

On the check write your student’s name and “After Care”.

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, 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.

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 and you will incur After Care charges.

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Reservations

You don't need to make an After Care reservation, but we prefer you do so, since then we know where to send you child at the 3:00 p.m. dismissal time, and we won't get them ready to leave school at 3:00 p.m.

We will accept After Reservations at any time.

You may only submit or change an After Care reservation by phone (no e-mail). Call/text our office (201-816-8343) (we recommend texting). 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
- Expected Pick-up Time
- Who will pick-up you child? Their relationship? Do we have them on file?
- Phone number (cellphone is best) of designated pick-up person

When you reserve, we ask you to identify a pick-up time. However, you will pay only until the time you actually pick-up your child. 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 from After Care

You may come any time between 3 p.m. and 6 p.m. to pick-up your child. Please be sure that the person who come for pick up is authorized to collect your child. 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.

Note, our usual security rules apply to After Care pick up.

The person picking up must be authorized to collect your child: you must provide the name, relationship, and photo of the person who will pick up your child – we will release your child only to a properly designated person.