



## North Star Montessori Academy: Before & After School Program 2022-2023

North Star Montessori Academy will provide a *before and after school* child care program held at our school. It is structured to meet the physical, social, emotional, and academic needs of the enrolled children. Curriculum will consist of indoor and outdoor activities, crafts, games, reading, and homework time if needed. A snack will also be provided. Please read the following information to learn more about our program.

### Times/Rates

- The after school program will begin on the first day of school.
- Students will walk from his/her classroom to the before & after school program classroom each day.
- Students may be dropped off at 6:30 a.m. and must be picked up by 5:30 p.m.
- We are not open on snow days or vacation days.
- Early release days, extended care will be available from 1:00 p.m. to 5:30 p.m. (see rates below)
- Payment for after care is expected to be paid bi-weekly. A bill will be sent home with your child.

### After School Program 2022-2023 Rates

First Child AM 6:30-8:30 am	\$8.00 per day, per child
First Child PM 3:40-5:30 pm	\$8.00 per day, per child
Morning & After Care on the same day	\$15.00 per day, per child
Additional Siblings	\$7.00 AM/\$7.00 PM per day, per child
Early Release Wednesday 1:00-5:30 pm	\$14.00 per day, per child
After Club Pro-rated price	\$4.00 per day, per child

## After School Program Information

### Enrollment Procedure

- Please complete and sign the **INDIVIDUAL STUDENT RECORD** form. We need **one form per child**. This must be completed **BEFORE** your child/children can attend.
- Parents are not required to have a set schedule or set number of days to use the program. You are only charged for the days/times you use the program.
- Payments must be made bi-weekly (or sooner). A notice will be sent if you are behind on your payments. After your first notice, additional notices will be charged a late fee each time you receive a notice. If payment is not brought up to good standing, your child/children will no longer be able to attend the After School Program.

### Policies and Regulations

- A parent/authorized caregiver must walk into the school when they drop off and/or pick up his/her child and **SIGN IN/OUT** from the program.
- The Before & After School Program will begin at 6:30 am before school and end at 5:30 p.m after school. Children may be picked up anytime during these hours. The same daily rate will apply (see rates chart).
- Parents are advised to give your schedule to the Before & After School Program coordinator (or office) whenever possible. Please notify classroom teachers as well, so they know where to send your child after school.
- We must be notified by the parent when someone other than a parent will be picking up their child. Other authorized adults may be added to a child's enrollment form throughout the year if needed.
- If weather conditions are adequate, the children will play outside daily. It is the parents' responsibility to make sure a child is prepared with appropriate clothing for outdoor activities on a daily basis. (i.e, jacket, hat, snow pants, boots, etc.)
- Reasonable accommodations will be made to include all students to the best of our abilities. Our program is staffed to provide a safe and caring environment for all children. If it is determined that a child requires additional adult attention, we may not be able to accommodate their needs (i.e.: Behavioral, emotional, developmental, medical, etc.)
- We expect children to show staff respect and follow school rules. Parents will be notified of any inappropriate behaviors. Repeated violations may result in suspension from the program.

# CHILD INFORMATION RECORD

## State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

<b>For Provider Use Only:</b>		Date of Admission		Date of Discharge			
Name of Child (Last, First, Middle Initial)						Child's Date of Birth	
Address (Number and Street, Building/Apartment Number)				City		State	Zip Code
Parent/Legal Guardian's Name			Home Phone ( )	Parent/Legal Guardian's Name (Optional)			Home Phone ( )
Home Address (if not child's address)			Cell Phone ( )	Home Address (if not child's address)			Cell Phone ( )
City		State	Zip Code		City		State Zip Code
Email Address (optional)				Email Address			
Employer Name			Work Phone ( )	Employer Name			Work Phone ( )
Name of Child's Physician or Health Clinic				Physician's or Health Clinic's Phone Number ( )			
Hospital Preferred for Emergency Treatment (optional)							
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)							

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.

See Reverse Side

<b>Emergency Contact &amp; Release of Child:</b> List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)							
1.		( )		( )			
2.		( )		( )			
3.		( )		( )			
<b>Release of Child Only:</b> List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)							
1.		( )		2.		( )	
3.		( )		4.		( )	

**Parent/Legal Guardian Initials:**

\_\_\_\_\_ I give permission to \_\_\_\_\_, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.

**I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.**

Signature of Parent or Guardian \_\_\_\_\_ Date Signed \_\_\_\_\_

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation.	

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