



## **Before and After Care Policy for TRM Staff Members**

**Date Created: 7/16/21**

**Approved By: TRM Board of Directors**

**Date Approved: 7/20/21**

### **PURPOSE**

Three Rivers Montessori (TRM) staff members typically work hours that extend beyond the instructional hours for students. TRM staff may also engage in work that requires them to work beyond the hours defined in the employment agreement. Therefore, TRM will provide before and after school care free of charge for TRM staff members for the hours staff are engaging work for TRM on or off school grounds.

### **GENERAL STATEMENT OF POLICY**

A. Any child of a TRM staff member may be enrolled in the Before and/or After School Care Program free of charge if:

1. The TRM staff member is engaging in work for TRM on school premises, or
2. The staff member is working off site on behalf of TRM (including but not limited to seminar attendance, community events, off site trainings or workshops).
3. Staff members will be charged the typical Before and After Care rates if they need child care for any reason(s) beyond working directly for TRM. This includes any personal or non-school related reasons.
4. The Executive Director must approve all staff child attendance at Before and/or after care prior to the date of attendance in person, by phone or email. There may not be unannounced drop-ins.
5. The same rules apply to staff children attending Before and After School Care as all other children in attendance. These rules and expectations are detailed in the Before and After Care Policies Handbook.

6. The Executive Director has the ability to approve or deny Before and After Care attendance or enrollment at his/her discretion at any time.