

**THREE RIVERS MONTESSORI
BEFORE AND AFTER CHILDCARE PROGRAMS
2021 - 2022**



INITIAL REGISTRATION:

PLEASE READ AND SIGN TRM BEFORE / AFTER CARE HANDBOOK.

REGISTRATION EACH MONTH:

- 1. Review the below listed policies from pages 2-3 of the Before and After Care Handbook and sign at the bottom of this form**
- 2. Fill in your child's schedule for the month on the back of this form**
- 3. Submit this form along with payment no later than the 15th of the month prior to the month of attendance**

- Morning Program** **Mon-Fri 6:30am to 8:00am** **\$12 per day/per child**

Students attending before school may arrive any time between 6:30 am and 7:30 am via the front door. Parents must walk their child into the building to sign them in. School breakfast will be served at 8:00am in their classroom.

- Afternoon Program** **Mon-Fri 2:30pm to 6:00pm** **\$15 per day/per child**

Please come into the building via the front door to sign your child out. A photo ID may be requested from anyone picking up the child.

- Monthly Registration is due by the 15th of each month for the next month**

For example, registration for the entire month of September is due by August 15th.

Email this form to beforeandaftercare@threeriversmontessori.org or send it with your child to give to their teacher.

- Requesting Changes to Current Registration**

All mid-month change requests must be submitted in writing to beforeandaftercare@threeriversmontessori.org. Change requests to current registration will be considered PENDING until you receive a confirmation. TRM Administration will respond via email to notify if the change can be accommodated or not.

Requests to ADD a day: Will be reviewed and answered within 24 hours of your email. Payment for any approved additional days is due within 2 business days of email request.

Requests to CANCEL a day: Non-attendance will not receive a credit for that day. Cancellation refund requests for registered days are at the discretion of the Administration.

- Payment is due in full when submitting the registration for that month**

Only those who have fully paid in advance for childcare may attend.

- Operating Hours** Doors open at 6:30am and close at 6:00pm

A late fee of \$1 per minute for pick up after 6:05pm will be automatically applied to your account.

- Authorized Pick Up** Only you or a person authorized by you may pick up your child.

Any person picking up your child should be prepared to show a photo ID before your child will be released from care.

- Absences** Please notify the office as soon as possible if your child will not be attending before or after school as planned via phone 763-595-1213 or email beforeandaftercare@threeriversmontessori.org

Parent's Signature

Date