

Chrysalis School Before and Aftercare Scratchsheet

Print this page and use the steps below to determine how many before and aftercare hours you need for the coming month.

1. School opens at 7:30. And class starts at 8:30. I drop off at ____:____.
2. I need ____ minutes in before care.
3. I need this ____ days this month. See the section below 'How many days in a month?'.
4. That equals ____:____ hours and minutes this month for morning care.

5. Class ends at 3:00. And school closes at 5:30. I pick up at ____:____.
6. I need ____:____ hours and minutes in aftercare.
7. I need this ____ days this month. See the section below 'How many days in a month?'.
8. That equals ____:____ hours and minutes this month for morning care.

9. Total hours in morning care ____:____ + aftercare ____:____ = ____:____

How many days in a month? Use a calendar along with the school calendar to factor how many available before and aftercare days there are in the coming month.

- For example, there are 21 weekdays in Sept, and 1 school holiday. So, there are 20 days of available before aftercare days in September.
- For example, there are 23 days in October, and two days of parent conferences when there is no before or aftercare. So, there are 21 days of available before and aftercare in October

Tips:

- Don't underestimate. If you do, and you end up in the negative, you'll receive a bill at the OUT OF POLICY RATE of \$25 per hour for every hour you're negative.
- You can't over buy hours, because they carry over to the next month, and even the next school year.
- If you lose track of how many hours you have on account, just ask! Carmen maintains the before and aftercare hours and will not be able to provide last minute tallies. So, be sure to ask on the 12th when you receive the first email reminder to buy hours, not the 15th when Carmen might not be available to tally your numbers, or might not be at school where the attendance records are maintained.
- Buy hours on the school website at <https://chrysalisschool.com/pay-tuition>
- Please note that, dismissal after 5:30 will result in loss of aftercare services,
- Here's the payment schedule. *It's pretty simple!*

Month of services for before or aftercare	'Monthly rate' of \$10 per hour must be pre-paid by:	Pay the 'Daily rate' of \$15 per hour if you pay on or after these dates:	<p>The 'Out of policy rate' of \$25 for before or aftercare will be charged if payment is not received by the end of day on the date of services.</p> <p>And a \$25 'convenience fee' will be charged if we have to generate an invoice to remind you to pay. This fee covers our charge for accounting services.</p>
August	July 30 th	July 31 st and later	
September	August 15 th	Aug 16 th and later	
October	September 15 th	Sept 16 th and later	
November	October 15 th	Oct 16 th and later	
December	November 15 th	Nov 16 th and later	
January	December 15 th	Dec 16 th and later	
February	January 15 th	Jan 16 th and later	
March	February 15 th	Feb 16 th and later	
April	March 15 th	March 16 th and later	
May	April 15 th	April 16 th and later	