



After School

General Policy and Program Information:

Welcome to KEEP

KEEP is a licensed, non-profit, tax-exempt after school child care provider serving children attending various public schools in San Francisco Unified School District since 1978. We offer a wide variety of activities for children including academic support, enrichment activities and recreation.

The following has been prepared for your general information:

FEES

After School:

San Francisco Public Montessori

End of school day- 6:00pm

\$425.00/monthly installment payments

A discount of \$25 is given for siblings.

All fees are due and payable the first day of each month. NO REMINDER will be sent. Please contact the Program Directors, Anna Vigil or Fabian Lam, if you need to make alternate arrangements. Failure to pay after three days may result in your child being suspended from the program. Cumulative receipts will go out at the middle and end of each month.

Tuition fees represent 9 equal monthly installments; beginning with the first payment September 1st and the last payment May 1st of each school year. There are **NO REFUNDS** allowed for absences, including absences for illness, vacation, and/or holidays.

Generally, rate increases are only imposed at the beginning of each school year. In the unlikely event that increases should be necessary during the course of the school year, parents will receive at least thirty (30) days notice.

KEEP operates only on regular school days as scheduled by the San Francisco Unified School District (SFUSD). We do NOT operate on SFUSD holidays, seasonal vacations, or Staff Development days.

INSURANCE

There is a yearly \$150.00 registration/insurance fee required each school year per child enrolled in KEEP. This is required for our liability insurance carrier and covers your child while attending KEEP or while participating in any activities sponsored by KEEP. This fee cannot be prorated.

CANCELLATION

Notification of cancellation from the program MUST be made in writing directly to the Director at least two (2) weeks before the child's last day of KEEP. Otherwise, the full tuition for the two weeks following notification must be paid.

GENERAL WRITTEN RULES FOR CHILDREN ATTENDING KEEP

Our General Policy at KEEP is to align our after school standards, including guidance and discipline, with those of the school day. At KEEP we abide by the Three Be's: Be Safe, Be Kind & Courteous, and Be Respectful. On the following page you will find a more detailed description of the Three Be's. Other classroom policy is determined by consensus between the students and teachers in a formal Classroom Agreement, posted in each classroom.

NO CORPORAL PUNISHMENT IS EVER USED

Consequences

Students who are consistently having difficulty abiding by the Three Be's will:

1. Have a conversation with their teacher to identify the behavioral difficulty and its consequences, and strategize how they can make it as right as possible.
2. If there is no improvement in the behavior, the student will meet with the director and a parent will be notified.
3. If there is still no improvement in the behavior, a written warning will be given to the student and parent notifying them of possible suspension.
4. If the behavior continues at this point, a communication between parent, student and director will be established to evaluate if the program meets the needs of the student.
5. If a satisfactory resolution cannot be met, the student will be asked to leave the program.

FOOD SERVICE

A nutritious snack is provided daily by KEEP after school.

MEDICAL INFORMATION

Medications will be administered ONLY when a medication distribution form is completed by a parent/guardian. In the unlikely event of a medical or dental emergency, every effort will be made to contact the child's parents first. HOWEVER, if it is deemed to be a serious medical situation, 911 will be called first, then the child's parents.

DISMISSAL

In the best interests of the children and the teachers, dismissal time should be PROMPTLY observed by parents.

For the safety and protection of your child, **ANY CHANGE** made regarding the means by which your child is to be dismissed from KEEP (i.e. different person picking up your child, etc.) **MUST** be made to the Director in writing. Otherwise, your child will be dismissed as previously specified. PLEASE DO NOT SEND VERBAL MESSAGES WITH YOUR CHILD!

THE 6:00 P.M. PICK-UP TIME IS STRICTLY ENFORCED. If you're going to be late please call the site. A late fee of \$1.00 per minute may be charged for every minute you are late picking up your child after 6 p.m. After three late pick ups, notice will be given and you may be asked to leave the program with no additional warnings.

Community Care Licensing has the right under Section 101219 of the State Code to interview the children enrolled in any daycare center and to review the center's records.