



## **BEFORE AND AFTER SCHOOL PROGRAMS** **at THE MONTCLAIR COOPERATIVE SCHOOL**

**Before School Program Director: Janine Coppola**  
**After School Program Director: Jennifer May**

The **Before School** and **After School Programs** offer safe, quality care for children enrolled in the Montclair Cooperative School. All children from **PreK** through **8<sup>th</sup> Grade** are eligible to use the program on a drop-in or full-time basis as long as they have a current Emergency Card on file with the school. **If you are interested or considering this program at some point during the school year, please return the Extended Care Form to the school. This form is not binding. It will be used to help us assess our staffing needs.**

**THE BEFORE SCHOOL PROGRAM** operates from 7.30 a.m. to 9.00 a.m. every day school is in session. The children start their morning in the Extended Care room (located in the basement of the building), where they can engage in a variety of activities including arts and crafts, board games, puzzles, and dramatic play. Should your child need breakfast, cereal is available. The children also play outdoors when weather permits.

The Before School Program can be used full-time or on a drop-in basis as needed. Children are signed in on arrival.

**Full Time:** \$150.00 per month. You will be billed monthly. No credit is given for holidays or sick days.

**Drop in:** \$15.00 per day. You will be billed monthly for dates attended. Whether you need 10 minutes or 2 hours of care, you pay the flat \$15 fee.

**THE AFTER SCHOOL PROGRAM** operates from 3.15 p.m. – 6.00 p.m. every day school is in session, with the exception of specific days indicated on the school calendar. The children gather in the Extended Care room, which is set up for arts/crafts, blocks and manipulatives, dramatic play, reading, board games and puzzles. They also play outdoors and utilize the annex. See more information about planned activities in this mailing.

### **The Home Link**

Communication with parents and caregivers is an essential element of the program. Monthly calendars, notices, reminders and messages are sent home. **For safety reasons, all children in the program must be signed out daily by a parent or caregiver.**

### **Homework**

Supervised homework time begins after the children have snack and time to unwind from the school day, and extends for up to 1 1/2 hours. Staff encourages a quiet and independent atmosphere while providing problem-solving assistance as needed. Please let the program director know if your child has special homework arrangements or materials. Please note: ASP does not provide tutorial services.

### **Snack**

A nutritious snack is provided daily. Snack time ends at approximately 5:00 pm, so as not to interfere with dinner.

### **Fee Policies**

**Full-Time:** \$300 per month. No credit is given for holidays or sick days.

**Drop In:** \$20 per day. Whether you need 10 minutes or 2 hours of care, you pay the flat \$20 fee. When you know in advance that your child will be using after school, please send a note to your child's teacher. If it is a last minute arrangement, PLEASE call Prita in the office to let her know.

**Charges when ASP in session after a half day:**     \$20.00 for 12.30 p.m. – 3.15 p.m.  
   \$40.00 for 12.30 p.m. – 6.00 p.m..

### **Late Fees**

Children who have not been picked up from school by 3:30 p.m. will be taken to ASP; families will be responsible for paying the \$20 program fee. The ASP **ends at 6:00 pm**. If you are late picking up your child, you are required to pay a late fee. The fee **from 6.00 p.m. to 6.10 p.m. is \$10.00**. There is a further **\$5.00 fee** for every additional 10 minutes or fraction thereof. The fee should be paid at the time of pick-up. If this is not possible, an invoice will be mailed to you specifying the amount you owe.

### **Billing Procedure**

Daily attendance is taken in the ASP from which a bill will be generated for drop-in status. Charges for drop-in and full time will be included on your monthly bill. It is your responsibility to let the program director know of any changes in your status.